

VICE PRESIDENT EDUCATION

As vice president education, you schedule members' speeches, verify the completion of projects and serve as a resource for questions about education awards, speech contests and the mentor program. You are an important source of Toastmasters knowledge for club members and it is your job to become familiar with all aspects of the Toastmasters education program.

CLUB CONSTITUTION FOR CLUBS OF TOASTMASTERS INTERNATIONAL

The vice president education is the second ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the individual members. The vice president education chairs the education committee. The vice president education also serves as one of this club's representatives on the area and district councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

VICE PRESIDENT EDUCATION RESPONSIBILITIES

Coordinate Club Schedule

You oversee the creation of the club schedule at least three weeks in advance.

You ensure that all meeting roles are properly fulfilled; for example, you wouldn't assign a new member to be the Toastmaster of their first meeting.

Publish, email or otherwise distribute the meeting schedule regularly so that all members know what's expected and can adjust accordingly if necessary.

Stay current on all new developments via *The Leader Letter*.

Assist with Education Awards

Explain the Toastmasters education program to members.

Orient new members to the Toastmasters education program within two meetings of their joining the club.

Educate continuing members about the various education awards they can earn, and how they can stay on track to earn them in the least possible time.

Arrange meetings to help members complete education awards in a timely fashion.

Verify projects as members complete them, and submit award applications to World Headquarters when all of the requirements are met.

OVERWHELMED? GET HELP!

As your club's vice president education, your workload gets heavy at times; just remember, you are in a position to gain excellent leadership experience and learn how a Toastmasters club works. If you find that the burden is too heavy, you can always ask for a volunteer assistant to help you; this is a great way to teach someone about the Toastmasters education program and groom a successor to run for the office when the next executive committee is elected.

ACCREDITED SPEAKER PROGRAM

Toastmasters International holds an annual program to recognize those members who have professional-level speaking skills. If you or someone in your club has professional-level speaking skills, download the **Accredited Speaker Program Rules** from the Toastmasters International website at www.toastmasters.org/accreditedspeakerrules. The deadline for entries is **February 1** each year.

Plan Speech Contests

Read the *Speech Contest Rulebook* (Item 1171) thoroughly and refer to it as necessary when planning speech contests. Information can also be found at www.toastmasters.org/speechcontests.

Find out which speech contests the district is scheduled to host during your term of office and plan your club contests accordingly.

Manage Mentor Program

Assign every new member a mentor and keep track of who is mentoring whom.

The Mentor Program Kit (Item 1163) provides everything needed to start a mentoring program for club members.

SUMMARY OF RESPONSIBILITIES

▲ Before Club Meetings

- Review the scheduled roles for the meeting five to seven days in advance.
- Offer support to the Toastmaster of the meeting to confirm members' role assignments and plan for substitutions if necessary.
- Notify the club president if any members are scheduled to earn their education awards at the upcoming meeting.

▲ Upon Arrival at Club Meetings

- Verify that the members assigned to meeting roles have arrived and are prepared to perform their duties.
- Remind members with meeting roles to select an evaluator for their project.
- Assist the Toastmaster in filling meeting roles for absent members.
- Greet guests by asking them if they are willing to participate in the meeting or if they'd prefer to observe.
- If guests agree to participate, inform the Topicsmaster that he or she can call on those guests as Table Topics speakers and ask the club president to introduce the guests at the beginning of the meeting.

During Club Meetings

- Assist members with verifying the completion of their projects.
- Recognize members when they earn awards.
- Preside over the meeting when the club president is absent.
- Answer member questions about the Toastmasters education program or speech contests and agree to research questions you don't know the answers to.

COMMON SCENARIOS VICE PRESIDENTS EDUCATION FACE

Following are examples of scenarios you may encounter in your role as vice president education and suggestions for how to resolve them. As you successfully respond to your own experiences in this role, be sure to share them with the Club Quality and Service Team at World Headquarters (clubquality@toastmasters.org).

Scenario: It's difficult to find the time to create a good, workable club schedule that keeps all members happy and moving forward in the Toastmasters education program.

Possible solutions: As much as possible, be prepared. Create schedules one or two months in advance and post them on the club's website where everyone can see them.

Devise a system of automatic meeting role rotation, from simplest to most demanding; for example, each new member begins by presenting the thought of the day, then moves to Ah-Counter, then grammarian, then timer and so on, until the new member fills a speaker role and eventually becomes Toastmaster of a meeting.

Scenario: Members are not always willing to commit to meeting roles.

Possible solutions: Encourage each Toastmaster of the meeting to initiate an email discussion several days before the meeting to confirm each member assigned to a meeting role is able to fulfill his or her duties. Emphasize the importance of member participation and commitment, and regularly acknowledge and thank members for their help in running quality meetings.

Vice President Education Resources

Speech contest information	www.toastmasters.org/speechcontests
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
Wall Chart Set (Item 306)	www.toastmasters.org/306
<i>Competent Leadership</i> (Item 265)	www.toastmasters.org/265
Accredited Speaker Program	www.toastmasters.org/accreditedspeakerrules
Education program FAQs	www.toastmasters.org/edfaq
Member Achievement Record (Item 1328)	www.toastmasters.org/memberachievementrecord
Educational achievement, gifts and recognition	www.toastmasters.org/shop

SPECIAL MEETINGS FOR PREPARED SPEECHES

If a club has a large number of members and has difficulty accommodating all those who want to speak at meetings, the club may occasionally conduct a special meeting devoted solely to project speeches. These meetings are often called "speakathons," "speech marathons" or "speakouts." The only reason such meetings may be held is to help individual members improve speaking skills and they may be organized only by a club. Members are limited to one speech at any meeting for credit toward any education award. Districts, including areas and divisions, may not organize this type of meeting for clubs and clubs may not invite members from other clubs to participate in these meetings. Members of other clubs may attend as audience members.

THE EDUCATION COMMITTEE

In many ways, the vice president education holds the most demanding office in a Toastmasters club. If you try to handle all of your duties alone, you are likely to be overwhelmed. A committee of dedicated club members can help make your job much easier. Committee members can organize speech contests, orient new members and work on other special projects.