

HO #1

VICE PRESIDENT EDUCATION STANDARDS

Outside of the club meeting

1. Plan club meetings, completing schedules and assignments at least three weeks in advance, and confirming each schedule five to seven days before the meeting.
2. Promote participation in the educational program. Get commitment from new members to achieve the CC award within one year or less and schedule them to speak accordingly. Get commitment from CCs to earn ACB awards within one year, and get commitment from ACB and ACS recipients to earn the next award within one year. Get commitment from members to earn the Competent Leader award within one year or less, and get commitment from CLs to earn the ALB within one year. Track all members' progress toward these awards.
3. Orient new members to the Toastmasters program within two meetings after they join.
4. Assign every new member a mentor.
5. Attend club executive committee meetings and preside when the president is absent.
6. Attend district council meetings and vote the club's proxy.
7. Vote at regional and International Business Meetings.
8. Attend district-sponsored club officer training.
9. Arrange for a replacement.
10. Prepare successor for office.

At the club meeting

1. Assign each new member to be a Table Topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker project from the CC manual at the fourth meeting or sooner.
2. Ensure a club member conducts *The Successful Club Series* programs: Evaluate to Motivate, Moments of Truth, Mentoring and Finding New Members for Your Club at least once per year.
3. Monitor and report on club performance quarterly in cooperation with the club president.
4. Initial speakers' Project Completion Records and ensure eligible members fill out their award applications.
5. Preside over the meeting when the president is absent.