

Standards for Success

*E*very club officer has performance standards to meet. These standards aid officers in understanding their roles and help club members know what they should expect from officers. The rest of this manual provides information you need to meet your standards.

A vice president education must:

At the Club Meeting

- Assign each new member to be a Table Topics participant at the first meeting after joining, to a meeting role at their third meeting or earlier, and to give the Ice Breaker manual project at their fourth meeting or sooner
- Ensure a club member conducts *The Successful Club Series* presentations, “Evaluate to Motivate” (Item 292), “Moments of Truth” (Item 290), “Mentoring” (Item 296), and “Finding New Members for Your Club” (Item 291) at least once per year
- Monitor club performance quarterly in cooperation with the club president
- Initial members’ Project Completion Records and ensure eligible members fill out their award applications
- Preside over the meeting when the president is absent

Outside of the Club Meeting

- Attend district-sponsored club officer training
- Plan club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting
- Promote participation in the educational program
- Get commitment from members to earn the next level of achievement and track their progress toward these awards
- Orient new members to the Toastmasters program within two meetings after they join
- Assign a mentor to every new member
- Attend club executive committee meetings and preside when the president is absent
- Attend district council meetings and vote the club’s proxy
- Vote at international business meetings
- Administer speech contests
- Arrange for a replacement if you are unable to attend a club or executive committee meeting
- Prepare your successor for office

Club Officer Training

Plan Club Meetings

Meeting Tips

Meeting Assignments

Attend Executive Committee Meetings

Attend and Vote at Area and District Council Meetings

Choose Your Leaders

Arrange for a Replacement or Assistance

Prepare Your Successor for Office

