

## Vice President Education

### Maintaining the Toastmasters educational program

The office of vice president education is a critical office in a Toastmasters club. The Toastmasters educational program depends on the vice president education to carry out the club's mission.

As vice president education, you are responsible for providing and maintaining the positive environment and the programs through which members can learn and grow. If you do your job well, your club will have satisfied members and will continue to grow. Your efforts also will help the club become a Distinguished Club, which should be an annual goal.

The [Club Leadership Manual](#) describes the following standards more fully and explains how to carry them out.

#### Outside 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 every new member a mentor.
- 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.
- Arrange for a replacement if unable to attend a club or executive committee meeting.
- Prepare successor for office.

#### At the Club Meeting:

- Ask each new member to be a Table Topics participant at the first meeting after joining. Assign him or her to a meeting role at the third meeting or earlier, and assign the Ice Breaker manual project at the fourth meeting or sooner.
- 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.
- Monitor club performance quarterly in cooperation with the club president.
- Initial Speakers' Project Completion Records and ensure eligible members fill out their award applications.
- Preside over the meeting when the president is absent.

When members are ready to apply for an educational award you can submit award applications online:

- [Login](#)
- Go to the **Members Site**
- Click on **Club Central** link on the left-hand side
- Choose the club you would like to work with
- Click on **Apply Education Awards**

Download the [Club Leadership Handbook](#) for details about serving as Vice President Education.

## VICE PRESIDENT EDUCATION CHECKLIST

### 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.
- Schedule educational sessions selected from *The Better Speaker Series* (Item 269), *The Successful Club Series* (Item 289), and *The Leadership Excellence Series* (Item 310), to be delivered by you or other experienced Toastmasters in the club.
- Ensure a club member conducts *The Successful Club Series* (Item 289) programs 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.
- Notify the club president if any members are scheduled to earn their educational 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 in the *Competent Leadership* (Item 265) manual.
- 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 the Club Meetings

- Sign your initials on project completion records for speaking and leadership roles fulfilled at the meeting.
- Ensure eligible members fill out award applications.
- Recognize members when they earn awards.
- Preside over the meeting when the club president is absent.
- Answer member questions about the Toastmasters Educational Program or speech contests, and agree to research questions you don't know the answers to.