

CLUB OFFICER ROLES

VICE PRESIDENT EDUCATION

- ▶ Second ranking club officer
- ▶ Responsible for planning, organizing, and directing a club program which meets the educational needs of the members
- ▶ Schedules members' speeches
- ▶ Verifies the completion of projects
- ▶ Serves as a resource for questions about the education program, speech contests and the mentor program

RESPONSIBILITIES

Coordinate Club Schedule

Oversee the creation of the club schedule at least 3 weeks in advance:

1. Ensure that all meeting roles are properly fulfilled.
2. Publish, email or otherwise distribute the meeting schedule regularly so that all members know what is expected and can adjust accordingly.

Support the Education Program

Explains the Toastmasters Pathways learning experience to members:

1. Within two meetings of a member joining, ask them to confirm that they received the new member welcome email. Encourage them to follow the instructions in the email and select a path as soon as possible so they can begin working on their Ice Breaker.
2. Answer any questions about available paths and the five levels that build in complexity, as well as the elective options available beginning at Level 3.
3. Monitor and encourage member progress in their path(s).
4. Help to schedule speeches.
5. Approve Base Camp level completions requests promptly.
6. Ensure that level completion credit is awarded on Club Central.
7. When a member completes all 5 levels in a path, celebrate their accomplishment and encourage them to select their next path.

Base Camp Manager

For most clubs, the VPE assumes the role of Base Camp Manager:

1. Help facilitate member progress by verifying education, approving requests and tracking progress.

Plan Speech Contests

1. Read the Speech Contest Rulebook (Item 1171) thoroughly and refer to it when planning speech contests.
2. Find out which speech contests the district is scheduled to host and plan your club contests accordingly.

Manage Mentor Program

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

CHECKLIST FOR SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Review the scheduled roles for the meeting 5-7 days in advance.
- Offer support to the Toastmaster of the meeting to confirm members' role assignments and plan for substitutions.
- 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 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 would prefer to observe.
- If guests agree to participate, inform the Topics Master that he or she can call on those guests as Table Topics speakers and ask the club president to introduce guests at the beginning of the meeting.

During Club Meetings

- Ask members if anyone is waiting to have a level completion verified on Base Camp.
- Recognize members when they reach educational achievements.
- 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 do not know the answers to.

Outside Club Meetings

- Attend and vote at Area and District Council meetings.