

VICE PRESIDENT OF EDUCATION—HINTS & SUGGESTIONS

1. The major portion of your work is making assignments for club meetings. Consider the goals of each member and schedule their speeches and module presentations through the year to help them meet their goals.
2. Plan about 6 weeks of assignments at a time. Call everyone to verify which meetings they will not be able to make (to the best of their knowledge) and indicate such on the schedule so if anyone needs a replacement, they know that person is not available on those dates.
3. I prefer to fill in the assignments in this order: Speakers, then Toastmasters, then General Evaluators, then Table Topics Masters, then Evaluators, then Grammarians, then Inspiration & Word, then Timers, then Introductions. As you do, verify when the last time this person performed this particular assignment, so they get a good variety. (Keep past schedules updated so they accurately show who actually performed each duty, since at the beginning of any meeting “holes” are often filled by a member not originally scheduled for that particular task)
4. Immediately after a club meeting, contact the Toastmaster of the coming week’s meeting to verify that they have a copy of the schedule and will call everyone who has an assignment. It’s a good idea for you, as well as the Toastmaster, to contact the speakers.
5. For new members, give “easier” assignments the first few weeks (Word, Inspiration, Timer, Grammarian, Introductions). Discuss with them and have them give their Ice Breaker as soon as possible, within the first 4 to 6 weeks (NO longer)...the sooner they are willing to, the better.
6. I suggest having those working on their CTM to speak more frequently, to give them a good start. Make sure they are assigned a mentor BEFORE they join, if possible, or at the time they join. (You might see if they have a preference. Also check with the prospective mentor to get their agreement/commitment. If possible, try not to have a person mentor more than one person, so everyone has this opportunity). As soon as possible, orient the new member on the education program and contests. Help the VP of Membership set up a New Member Induction within 1-1/2 months after their joining (they will need to know the new member’s name preference, to be put on their certificate of membership, and the name of their mentor). Remember to schedule Successful Club Series modules for those working on their CL (current officers should be working on it, unless they already have it).
7. As soon as a speech is given, sign the member’s manual, have them update the club chart, and update your own record of member educational goals/progress.
8. Study your officer’s manual to become more familiar with your responsibilities. Study the information received from the district on contest rules for the present year. Make this information available to the members. Schedule club contests well in advance of the Area/Division contests. It’s best not to have contests back-to-back. When “advertising” the club contests, FIRST ask for CONTESTANTS. AFTER you get plenty of contestants, THEN solicit volunteers for Contest Master, Chief Judge, Judges, Timers, Vote Counters, Sgt-at-Arms (you will probably have to call members to tell them what you need and see if they would be willing to do that task—most of the time they are more than glad to do so, if they will be attending that meeting). As soon as you have a volunteer, get a copy of their responsibilities in their hands (if they don’t already have a copy).

No other office will give you such an opportunity to know and understand each individual, and to consider their specific needs/wants/desires. More than any other club member, you have the opportunity to influence them in a positive way. They will come to know, love, and respect you; especially as you get to know, love, and respect them.