



TOASTMASTERS
INTERNATIONAL

WHERE LEADERS ARE MADE

Vice President Education

Role Overview

“The vice president education is the second ranking club officer and is responsible for planning, organizing and directing a club program which meets the educational needs of the individual members. The vice president education chairs the education committee.”

Everything you do must support the Club Mission:

“We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.”

Main responsibilities:

- Preparation of meeting agenda.
- Forward planning so member’s educational goals are met.
- Base Camp Manager
- Plan speech contests
- Manage the club’s mentor program

Before the Club Meeting

- Review the scheduled roles for the meeting five to seven days in advance (depending on your club’s meetings).
- Offer support to the Toastmaster of the meeting to confirm members’ role assignments and plan for substitutions if necessary.
- Notify the Club President if any members are scheduled to earn their education awards at the upcoming meeting.

On Arrival at the Club Meeting

- Verify that the members assigned to meeting roles have arrived and are prepared to perform their duties.
- 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 (depending on your club’s culture this might be the responsibility of the Vice President Membership).

At the Club Meetings

- Ask members if anyone is waiting to have a level completion verified on Base Camp.
- Recognise members when they reach educational achievements (depending on your club culture this might be done by the President).
- 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 the Club Meeting

- Plan club meetings.
- Prepare the meeting agendas.
- Plan speech contests.
- Promote participation in the education program.
- Orient new members by
 - Explaining materials and procedures.
 - Matching new members with mentors.
 - Arranging an induction ceremony.
- Facilitate member progress by verifying education, approving requests and tracking progress on Base Camp.
- Manage your club's mentoring program by assigning mentors to new members and following up with both mentors and new members on a regular basis.
- Attend club executive committee meetings and preside when the President is absent.
- Represent the club
 - Attend Area Council Meetings
 - Attend and vote at District Council Meetings (DCM)
 - Attend and vote at the Toastmasters International Annual Business Meeting or appoint a proxy.
- Prepare your successor for office

Responsibilities at the Executive Committee Meetings

- Prepare and present reports on
 - The club's education program performance.
 - The club's mentor program.
 - Award achievement.
- Share information on any upcoming speech contests.

Resources

The following resources are available to assist you in your role:

- [Club Leadership Handbook](https://www.toastmasters.org/resources/club-leadership-handbook) (https://www.toastmasters.org/resources/club-leadership-handbook)
- [Vice President Education Training Video](http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/VPE_v2_06072017/story_html5.html) (http://origin-qps.onstreammedia.com/origin/ToastmastersInternational/eLearning/COT/06072017/VPE_v2_06072017/story_html5.html)
- [District 17 Website](https://toastmastersd17.org/resource/vps-education/) (https://toastmastersd17.org/resource/vps-education/)
- President
- Club Officer Training

Opportunities for Skill Development as a Vice President Education

As a Club Vice President Education you will have the opportunity to develop the following skills:

- Scheduling
- Conflict Resolution
- Strategic Planning
- Time Management
- Recognition Programs
- Event Planning
- Motivation Skills
- Organisational Skills
- Leadership Skills

The Next Step

Once you finish your term as the club's Vice President Education you might like to take on another committee role or step up to the Area Director role where you can continue to grow your leadership and interpersonal skills.

Summary

- The Vice President Education is responsible for planning meetings and providing new member orientation and support to reach awards.
- They assign mentors and facilitating the relationships between mentors and mentees helps to build a strong, enduring club.
- They are responsible for planning the Speech Contests.
- They perform Base Camp Manager role in Pathways.
- Along with the entire executive committee they are responsible to deliver a positive member experience, achieve goals, drive membership growth and look for future leaders.

Enjoy your term as Vice President Education!