



District 106 Club Officer Training

2021-2022 Round 1

Vice President Education

Summary:

As Vice President Education (VPE) you will schedule your club members speeches, verify the completion of projects, and server as a resource for questions about the Toastmasters Pathways learning experience, speech contest, and your club mentor program. You are an important source of Toastmasters knowledge if club members and its s your job to become familiar with all aspects of Pathways.

Responsibilities:

- Set club meeting agendas and assign meeting roles (some club allow members to sign-up for meetings roles)
- Manage club schedule and plan meetings
- Manage m embers progress in Pathways and act as the primary Base Camp Manager
- Plan speech contest
- Hold yourself and other officers accountable
- Keep current with Toastmasters programs
- Manage mentor program
- Provide positive and impartial evaluation on speeches/projects
- Remain current with the Leader Letter

Skills learned:

- Strategic Planning
- Evaluate individual's performance and determine strengths/weakness
- Positive small group collaboration
- Organization and problem-solving
- Successful mentoring techniques
- Critical thinking
- Motivate others to set and achieve personal goals
- Strategic thinking
- Succession planning
- Compliance with standards procedure