



Vice President Education

CLUB OFFICER TRAINING

TOASTMASTERS INTERNATIONAL

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PREPARE FOR TRAINING

Welcome to Club Officer Training. As a training facilitator, you are responsible for conveying the information that club officers need to fulfill their roles. Well-trained club officers are equipped to enhance club quality, develop and lead successful teams and thrive in the Distinguished Club Program. All of these abilities contribute to fulfill the club mission.

Club officers dedicate valuable time and provide a tremendous service to Toastmasters. It is important that they understand the importance of their roles and know how appreciated they are.

While many club officers will be content, and even enthusiastic, about their new responsibilities, others may feel uncertain and obligated. Attending the training and fulfilling their roles implies great commitment deserving of recognition.

As a training facilitator, it's important not to overwhelm club officers. Be sure to impart to them that support is close at hand. Their fellow club officers, district leaders, and the staff at World Headquarters are all available and eager to assist them.

Each session in the Club Officer Training consists of a facilitator guide and a PowerPoint presentation.

Facilitator Guide

This is a tool to guide the facilitator in teaching the session. Each session includes a corresponding facilitator guide. The facilitator should print him or herself a copy of the facilitator guide for each session.

PowerPoint Presentation

This is to be presented by the facilitator during the session. There is one presentation for each session. The facilitator downloads the presentation to his or her laptop before the training and makes sure to have a projector and screen available during the session. The PowerPoint slides correspond to instructions in the facilitator guide.

Facilitator Preparation

Before the training, review *From Speaker to Trainer* (Item 257A) for instructions about presenting, especially if you are new to facilitating training sessions.

Learn about the location where the training takes place. Determine the best way to set up the room, and confirm the equipment that is available there.

Communicate with participants well in advance. Make sure they know what to expect — where to go, what to bring, how long sessions last, and so on. Send reminders as the training date nears.

Visit the Logos, Images and Templates page at www.toastmasters.org/resources/logos-images-and-templates for templates to create professional-looking agendas, training invitations, name cards, and other material for the sessions.

USING THE FACILITATOR GUIDE

The facilitator guide is designed to be easy to use with detailed instructions. Nonetheless, be personable; it's okay to add your own anecdotes to the sessions and share what is unique in your district.

The facilitator guide of each session is organized the same way:

- The introduction begins with an explanation of the session.
- An overview lists the topics presented in the session.
- Objectives are what the club officers will be able to do as a result of attending the session.
- The materials you need to conduct the session are listed after the objectives.
- The length of time it should take you to conduct the session is suggested under the heading Duration.
- Beginning with the title of the first section, the guide presents a series of step-by-step instructions telling you exactly how to conduct the session.
- Throughout the guide, notes to the facilitator provide you with information to help you understand the purpose of the subsequent section or activity. By understanding what club officers are meant to learn, you can more easily guide discussions and answer questions.
- The outside margins provide space for you to take notes.

Verbs

To help the facilitator refer to the guide at a glance, a limited number of verbs are used to begin each of the numbered steps in the sessions:

1. **SHOW:** to present a visual aid
2. **PRESENT:** to impart knowledge pertinent to session objectives
3. **TELL:** to offer information not directly relevant to session objectives
4. **ASK:** to request actual answers from participants (At times, the question is followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.)
5. **INSTRUCT:** to tell participants to do something
6. **TIME:** to keep track of time
7. **WRITE:** to record ideas so they are visible to participants
8. **DISCUSS:** to facilitate a conversation among the group

Icons

The following icons appear in the margins throughout the facilitator guide to indicate specific actions the facilitator takes at that step:



Show a visual aid.



Ask questions.



Write on a flipchart.



Instruct participants to work in small groups.

10 minutes



Track time.

Bullet Points

Color-coded bullet points in the facilitator guide also help you stay on track:

- Session objectives and materials are listed in the overview of each session with yellow bullet points.
- Light blue bullet points indicate content-related information to share with participants.
- Questions are posed using navy blue bullet points.
 - At times, questions are followed by possible answers. Give participants an opportunity to offer answers; then share any that weren't covered.



Vice President Education

NOTE TO FACILITATOR

During this session, you will present content, lead brief discussions and coordinate two activities to familiarize vice presidents education with their role and responsibilities.

First, you will present the role and use an activity to encourage participants to reflect on how the vice president education supports the club mission.

Second, you will present specific responsibilities of the vice president education in the club meeting, outside the club meeting and on the executive committee. Then, you will lead an activity to help vice presidents education prioritize their duties.

Third, you will present participants with a checklist to help them get started in their role.

Introduction

The purpose of this session is to help vice presidents education understand their role in the Toastmasters club.

Overview

First, vice presidents education learn about their role within the club. Then, they identify the responsibilities of their role within club and club executive committee meetings. To conclude, vice presidents education find specific resources to help them fulfill their responsibilities.

In this session, facilitators present the following topics:

- Vice President Education Role
- Vice President Education Responsibilities
- Vice President Education Resources

Objectives

After completing this session, vice presidents education will be able to:

- Identify their role within the club
- Fulfill their responsibilities within the club and executive committee

- Find resources that help them fulfill their responsibilities

Materials

- PowerPoint
- Flipchart
- Markers

Time

- 1 hour

Facilitator Resources

- [Club Leadership Handbook \(Item 222\)](#)

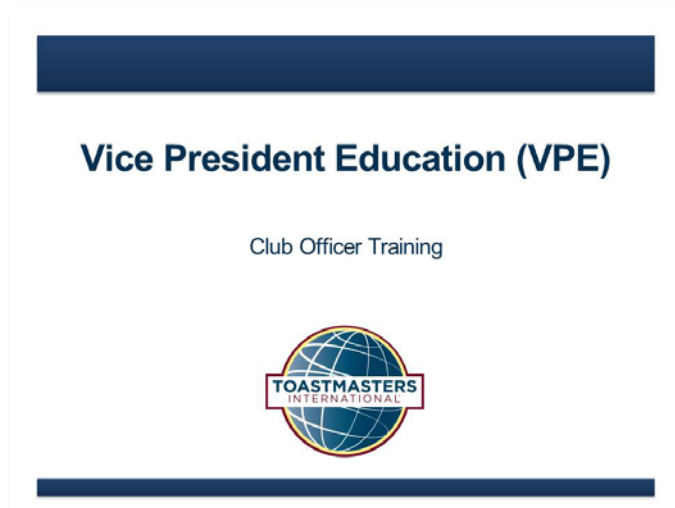
Introduction

NOTE TO FACILITATOR

When you introduce yourself, be sure to mention your background in Toastmasters. Highlight the awards you've received, how long you've been a member and what club officer roles you've served.

If someone asks you a question and you don't know the answer, send the question back to the group. Try asking, "What do you all think?" or "Does anyone have insight on this issue?" Club officers who have served before are great resources.

1. SHOW the Introduction slide.



2. PRESENT

- Congratulations! As vice president education you have a wonderful opportunity to be a resource for new members in your club and a guide for existing members as they work toward education awards.

NOTE TO FACILITATOR

Make an effort to vary your tone of voice when reading information off of slides.





3. SHOW the Session Agenda slide.

Agenda



▶ VPE
Role



▶ VPE
Responsibilities



▶ VPE
Resources

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4. PRESENT the session agenda:

- Vice President Education Role
- Vice President Education Responsibilities
- Vice President Education Resources



5. SHOW the Session Objectives slide.

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ Find resources that help you



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6. PRESENT the session objectives:

- After completing this session, you will be able to:
 - Identify your role within the club

- Fulfill your responsibilities within the club and club executive committee
- Find resources that help you fulfill your responsibilities

Vice President Education Role

(25 minutes)

NOTE TO FACILITATOR

As you present this section, think about your experience. If you have served as a vice president education, identify examples you can share with participants.



1. SHOW the Vice President Education Role slide.



2. TELL vice presidents education they can find information about their role in the *Club Leadership Handbook* (Item 1310).

NOTE TO FACILITATOR

When asking a question to the group, give participants time to think. Wait at least 10 seconds for participants to reflect and respond.



3. ASK
 - What is the essence of the vice president education role?
 - Ensure that members understand the education program
 - Know members' goals and enable them to achieve them

NOTE TO FACILITATOR

Leading large group discussions is easier when participants raise hands and wait to be called on before speaking. This ensures that everyone is heard and interruptions are minimal.

4. PRESENT

- Through this session you will learn how to make this manageable.

NOTE TO FACILITATOR

Sometimes group discussion goes on for too long or gets off track. Try bringing the group's attention back to the topic by referring to the session agenda and inviting members to continue their conversations after the session.

For example: "I'm glad we all have so many success stories to share about our time with Toastmasters, and I encourage you to continue these conversations after the session. For now, let's get back to discussing your responsibilities on the executive committee."

5. ASK

- What are the responsibilities of the vice president education?
 - Coordinate club schedule
 - Assist with education awards
 - Base Camp Manager
 - Plan speech contests
 - Manage mentor program

6. Write responses on a flip chart.

7. PRESENT

- Your role as vice president education as stated in the Club Constitution and Standard Bylaws of Toastmasters International is: "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."
- The constitution provides a definition. Yet, there are many responsibilities that make up the day-to-day activities of a vice president education.
- Everything you do as vice president education should support the club mission.





Activity: Vice President Education Role

NOTE TO FACILITATOR

For this activity, you will review the club mission statement with the group and ask participants to get into teams of four. Each team will be asked to brainstorm how their role supports the club mission.



1. SHOW the Activity: Vice President Education Role slide.



2. ASK
 - What is 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.



3. INSTRUCT vice presidents education to arrange themselves in teams of four.
4. INSTRUCT teams to spend 15 minutes brainstorming how the vice president education role supports the achievement of the club mission.

NOTE TO FACILITATOR

Walk around during the team discussions. This will allow you to answer any questions that come up and give you an idea of the responses the teams will share.



15 minutes

5. TIME 15 minutes.

NOTE TO FACILITATOR

Indicate that time is up with a positive statement, such as “Let’s talk together now,” rather than simply announcing, “Time’s up!”

6. INSTRUCT each team to share their findings with the group.

7. INSTRUCT vice presidents education to return to their seats.

Debrief: Vice President Education Role

1. PRESENT

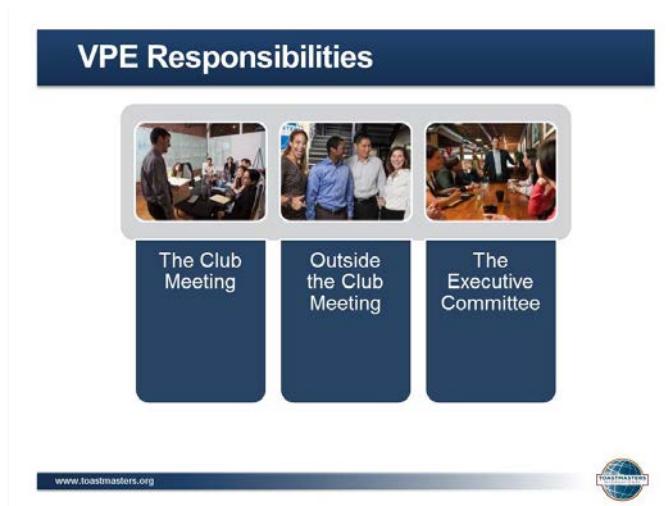
- As vice president education, you coordinate the club schedule, assist with education awards, plan speech contests and manage the mentor program.
- Everything you do as vice president education supports the club mission.
- Let’s take a closer look at your responsibilities and the tools you can use to fulfill your role.



Vice President Education Responsibilities (30 minutes)



1. SHOW the Vice President Education Responsibilities slide.




2. PRESENT

- Your vice president education responsibilities are in three categories:
 - The Club Meeting
 - Outside the Club Meeting
 - The Executive Committee
- We'll start by exploring your club meeting responsibilities.


The Club Meeting

1. SHOW the Club Meeting slide.



The Club Meeting

- ▶ Before Club Meetings
- ▶ Upon Arrival at Club Meetings
- ▶ During Club Meetings




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2. PRESENT


- Your club meeting responsibilities are split into three types:
 - Before Club Meetings
 - Upon Arrival at Club Meetings
 - During Club Meetings

3. SHOW the Before Club Meetings slide.




Before Club Meetings

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.



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4. PRESENT

- 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 education 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.



5. SHOW the Before Club Meetings slide.

Before Club Meetings

- ▶ Ensure a member conducts presentations from *The Successful Club Series* (Item 289).
- ▶ Notify the club president of education awards.



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6. PRESENT

- Before Club Meetings:
 - 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 education awards at the upcoming meeting.



7. ASK

- How does your club encourage members to sign up for meeting roles?



8. Write responses on a flip chart.


9. SHOW the Upon Arrival at Club Meetings slide.



Upon Arrival at Club Meetings

- ▶ Verify assigned members have arrived and are prepared.
- ▶ Remind members to select an evaluator.
- ▶ Assist the Toastmaster.



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10. PRESENT

- 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 *Competent Leadership* (Item 265).
 - Assist the Toastmaster in filling meeting roles for absent members.

11. SHOW the Upon Arrival at Club Meetings slide.



Upon Arrival at Club Meetings

- ▶ Greet guests.
- ▶ Inform Topicsmaster of any guests willing to participate.



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12. PRESENT

- Upon Arrival at Club Meetings:
 - 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.

NOTE TO FACILITATOR

Pause for a moment after you present a slide with a lot of content so that participants can copy the information they need. Use the moment to catch your breath and remind yourself of the next section.



13. SHOW the During Club Meetings slide.

During Club Meetings

- ▶ Initial project completion records.
- ▶ Ensure members fill out award applications.
- ▶ Recognize members for achievements.



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14. PRESENT


- During 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.

15. SHOW the During Club Meetings slide.




During Club Meetings

- ▶ Preside over meeting when necessary.
- ▶ Answer education program or speech contest questions.



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16. PRESENT

- During Club Meetings:
 - 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 don't know the answers to.

Outside the Club Meeting

1. SHOW the Outside the Club Meeting slide.



Outside the Club Meeting

- ▶ Plan club meetings.
- ▶ Promote participation in the education program.
- ▶ Orient new members.
- ▶ Encourage new members to participate.



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2. PRESENT

- Outside the Club Meeting:
 - Plan club meetings.
 - Well-planned meetings are enjoyable for everyone. The vice president education's primary responsibility is to ensure the club is meeting members' needs. Use the Member Interest Survey (Item 1162F).
 - Promote participation in the education program.
 - Vice presidents education must understand the education program and be able to explain it to members.
 - Orient new members. The vice president education must help new members prepare for their Toastmasters experience by
 - Explaining materials and procedures.
 - Matching new members with mentors.
 - Arranging an induction ceremony.
 - Encourage new members to participate.



3. SHOW the Outside the Club Meeting slide.

Outside the Club Meeting

- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

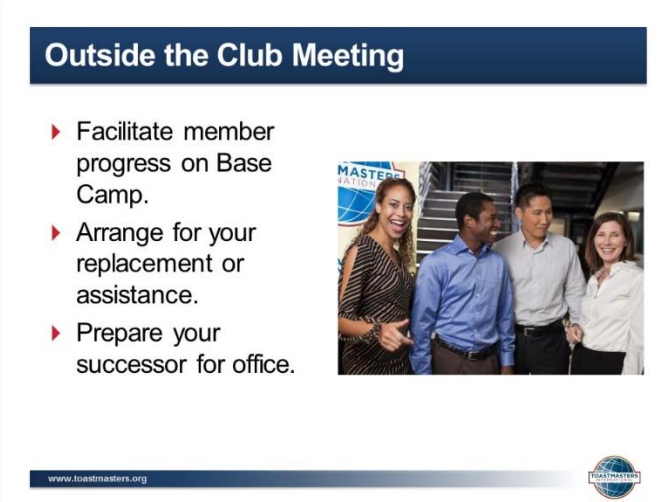
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4. PRESENT

- Outside the Club Meeting:
 - Assign a mentor to every new member.
 - Attend club executive committee meetings and preside when the president is absent.

- Attend district council meetings and vote the club's proxy.

5. SHOW the Outside the Club Meeting slide.



Outside the Club Meeting

- ▶ Facilitate member progress on Base Camp.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

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6. PRESENT

- Outside the Club Meeting, continued
 - Facilitate member progress by verifying education, approving requests and tracking progress on Base Camp.
 - Arrange for your replacement or assistance.
 - Prepare your successor for office.

7. ASK

- Why does a Toastmasters club need a mentoring program?
 - Build rapport between new and experienced club members
 - Help members set and meet goals
 - Provide access to an experienced member to answer questions
 - Help retain members by providing support and encouragement

8. Write responses on a flip chart.

NOTE TO FACILITATOR

For more information on mentoring, view *Mentoring* (Item 296) and the Pathways Mentor Program which is available when you reach Level 2 of your path in the Pathways learning experience.

The first point below, identifying the connection between club success and mentoring, comes from a survey conducted with club presidents in 2012.

9. PRESENT

- There is a connection between club success and having a mentor program in place.
- Successful mentoring programs have to be coordinated and maintained.
- 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.
- Mentors can be assigned to experienced members on a project by project basis.


The Executive Committee




1. SHOW the Executive Committee slide.

The Executive Committee

- ▶ Prepare and present education program reports.
- ▶ Share information on upcoming speech contests.



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2. PRESENT

- Now that we've looked at your club meeting responsibilities, we'll look at your executive committee responsibilities.
 - 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.

3. PRESENT

- Now that we've looked at your responsibilities in and out of the club, as well as your executive committee, we can explore the specifics.

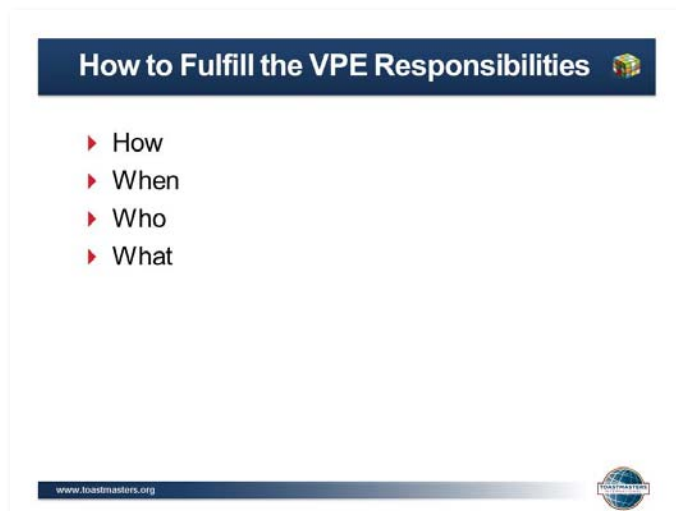
Activity: How to Fulfill the Vice President Education Responsibilities

NOTE TO FACILITATOR

This activity begins with a group discussion about the most important responsibilities of the vice president education. Write the responses on a flip chart.

Then, ask participants to get into teams of four and assign each team a responsibility from the flip chart. Each team will create an action plan to fulfill their assigned responsibility. If there aren't enough responsibilities, assign two groups to each responsibility.

1. SHOW the Activity: How to Fulfill the Vice President Education Responsibilities slide.



How to Fulfill the VPE Responsibilities

- ▶ How
- ▶ When
- ▶ Who
- ▶ What

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2 ASK

- What are the most important responsibilities you have as vice president education?

3. WRITE responses on the flipchart.



4. INSTRUCT vice presidents education to arrange themselves in teams of four and assign each team a responsibility from the flipchart.



5. SHOW the Vice President Education Responsibility Action Plan slide.

VPE Responsibility Action Plan

- ▶ How will you fulfill this responsibility
- ▶ When will each action need to be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

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6. INSTRUCT teams to spend 15 minutes answering the following questions for their category.
 - How will you fulfill this responsibility? (What specific actions will you complete?)
 - When will each action be completed?
 - Who is available to help you? What committees can you create to assist you?
 - What materials and resources can you use?

15 minutes



7. TIME 15 minutes.

8. INSTRUCT each team to share their findings with the group.

9. INSTRUCT vice presidents education to return to their seats.



Debrief: Vice President Education Responsibilities

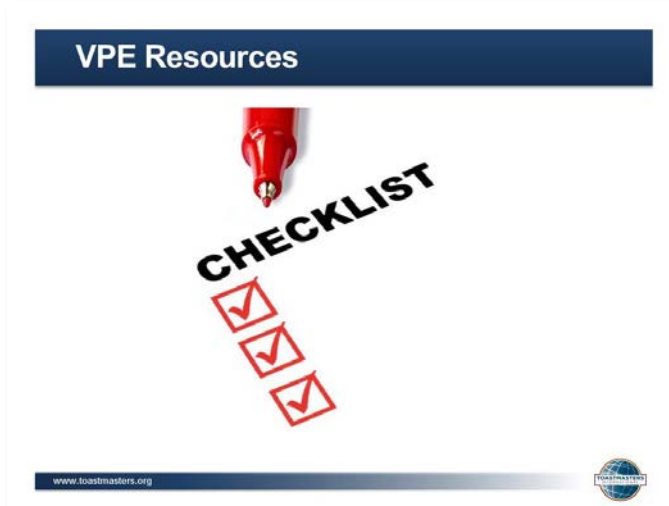
1. PRESENT
 - You have responsibilities related to the club meeting and club executive committee.
 - All of your responsibilities help to achieve club goals.

- Next, we'll look at some resources to help you fulfill your role.

Vice President Education Resources (10 minutes)



1. SHOW the Vice President Education Resources slide.

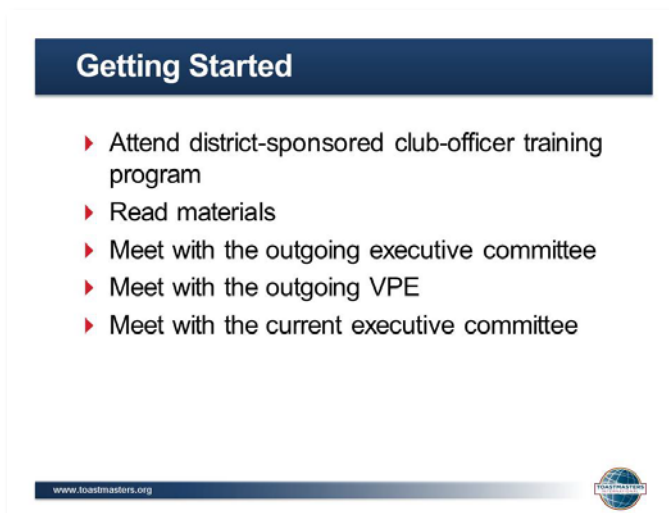


2. PRESENT

- There are several resources available to help you in your role as vice president education.
- First, there is a checklist to get started.



3. SHOW the Getting Started slide.



4. PRESENT

- Getting Started
 - Attend district-sponsored club-officer training program.
 - Read the *Club Leadership Handbook* (Item 1310) and *Distinguished Club Program and Club Success Plan* (Item 1111).
 - Meet with the outgoing executive committee to transfer any necessary information.
 - Meet with the outgoing vice president education to transfer any necessary files or information.
 - Meet with the current executive committee and develop the Club Success Plan and budget.

5. SHOW the Getting Started slide.



Getting Started

- ▶ Invite 1-3 members to serve on education committee
- ▶ Meet with each member to discuss educational goals

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6. PRESENT

- Getting Started
 - Invite 1-3 members to serve on education committee.
 - Meet with each member to discuss educational goals and determine which award(s) he/she will achieve in the coming year.



7. SHOW the Additional Resources slide.

Additional Resources

Vice President Education Resources

Speech contest information	www.toastmasters.org/speechcontests
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
Distinguished Club Program Goals (Item 1111C)	www.toastmasters.org/1111C
Wall Chart Set (Item 306)	www.toastmasters.org/306
<i>Competent Leadership</i> (Item 265)	www.toastmasters.org/265
Accredited Speaker Program	www.toastmasters.org/accreditedspeakerrules
Education program FAQs	www.toastmasters.org/edfaq
Member Achievement Record (Item 1328)	www.toastmasters.org/memberachievementrecord
Educational achievement, gifts and recognition	www.toastmasters.org/shop

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8. PRESENT

- Additional resources can be found in the *Club Leadership Handbook* (Item 1310) in the Vice President Education section.



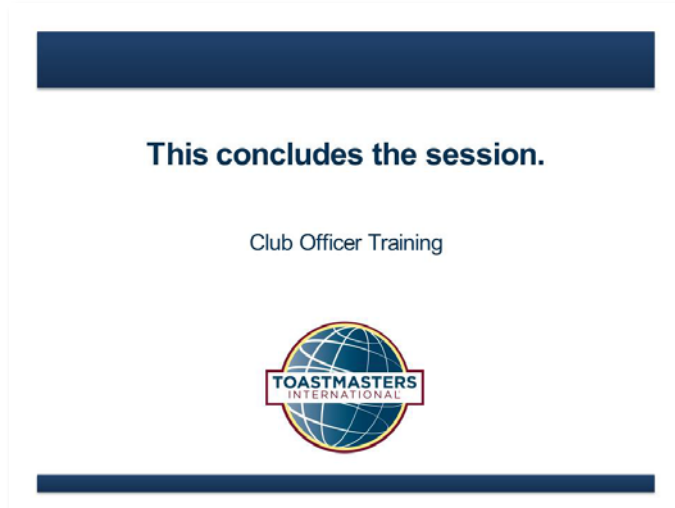
Debrief: Vice President Education Resources

1. PRESENT

- There are many resources available to the vice president education through the Toastmasters website and manuals.

Conclusion

1. SHOW the Conclusion slide.



2. PRESENT

- As vice president education, your role encompasses many responsibilities.
- Planning meetings and providing new member orientation and support to reach awards are important components to the role.
- Assigning mentors and facilitating the relationships between mentors and mentees helps to build a strong, enduring club.
- Serving as vice president education enhances your ability to motivate others, build organizational and leadership skills and strengthen your ability to set and achieve goals.

3. INSTRUCT vice presidents education to take the session evaluation.





Evaluation

	BEGINNER	INTERMEDIATE	ADVANCED
What level of knowledge of the topic did you have prior to this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Will you implement at least one idea from this session in the next 30 days?	<input type="checkbox"/>	<input type="checkbox"/>

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

