

VP Education Role

CLUB DUTIES

- Promote communication and leadership development (CTM, ATM, CL & AL awards)
- Provide meeting schedules at least 3 days in advance
- Assign mentors for new members. Orient new members to the Toastmasters program
- Conduct a Member Interest Survey at least once a year
- Recognize educational accomplishments
- Sign Communication and Leadership Manuals after each meeting
- Administer contests
- Ensure educational programs are presented annually (Evaluate to Motivate, Moments of Truth, Mentoring and Finding New members for Your Club)
- Preside at Club and Executive meetings in the absence of the President
- Set the tone for club meetings and educational quality
- Be available for advice and assistance
- Submit Educational awards on-line to TMI

OUTSIDE CLUB ACTIVITIES

- Attend Club officer training semi-annually
- Attend Area Council Meetings
- Attend & vote the Club's proxy at District council meetings or ensure a Club member attends & votes

AT THE CLUB MEETING

- Guests greeted warmly & enthusiastically introduced
- Allow time before & after meeting to speak with guests
- Meetings start and end on time
- Discuss the Club's plan and progress with members

SKILLS DEVELOPMENT/CAREER ASSESSMENT

- Scheduling
- Conflict Resolution
- Negotiations
- Strategic Planning
- Time Management
- Recognition Incentives
- Event/Meeting Planning
- Personnel Development
- Career Planning
- Training
- Networking