



Expectations

As Vice President Education (VPE), you serve a vital role in **District 99** and **Toastmasters** in providing a richer experience to members by helping them to achieve their educational goals. You will schedule your club members' speeches, verify the completion of projects, and serve as a resource for questions about the Toastmasters Pathways learning experience, speech contests, and your club mentor program. You are an important source of Toastmasters knowledge for club members and it is your job to become familiar with all aspects of Pathways and be a trusted advisor to your club members.

Responsibilities

During your term you are expected to:

- Set club meeting agendas and assign meeting roles
- Manage club schedule and plan meetings
- Manage member progress in Pathways and act as the primary Base Camp Manager
- Encourage member engagement in the Pathways learning experience
- Plan speech contests
- Hold yourself and other officers accountable including your attendance as a group of the first and second rounds of club officer training
- Keep current with Toastmasters programs
- Manage the mentor program
- Provide positive and impartial evaluation on speeches/projects
- Remain current with the Leader Letter
- Ensure that the following items are addressed in the monthly executive meeting agendas
 - Regular Club Business
 - Club Finances
 - Membership Renewals
 - Officer Reports
 - Gaining new members.
 - Progress in DCP
 - How to improve meetings
 - Mentoring program
 - Are members meeting their education goals, and how to help them.

I have read the above expectations for my role as Vice President Education and agree to fulfill them to the best of my ability. I understand that if I fail in these responsibilities, it may result in my replacement.

Name & Signature

Date

Club

Area



Skills you will learn

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