

District 84 TLI

Vice President of Education Training

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Agenda

- Acronyms
- Training
- VPE Duties
 - outside club
 - at club meetings
- Meetings
- Participation
- Tips
- DCP Goals
- Case Study

Acronyms used in Presentation

- TM: Toastmaster
- TLI: TM Leadership Institute
- VPE: Vice President of Education
- CC: Competent Communicator
- CL: Competent Leader
- AC: Advanced Communicator
 - Bronze, Silver, Gold
- AL: Advanced Leader
 - Bronze, Silver
- DCP: Distinguished Club Plan

Reasons for Training

- Club officers have an opportunity to discuss any problems they may be having.
- Club officers have the opportunity to meet with officers of other clubs and share best practices for improving their own clubs.
- District officers have the opportunity to follow up with performance challenges.
- Distinguished Club Program goal credit (at least four club officers must attend a district- sponsored training program twice a year).

What is the VPE?

- The Heart
- The Organizer
- The Promoter
- The Tracker

Serving as VPE

- Great responsibility and exciting adventure!
 - Planning, time management, scheduling, and conflict resolution
- Provide exciting environment where members can achieve their goals
- Defined roles in or out of the club meeting
- TM Officer Resource Manual: *When You Are the Vice President Education*

Serving as VPE, outside club

1. Plan club meetings
2. Orient new members to TM
3. Assign mentors to new members
4. Promote participation in educational program
5. Attend executive meetings
6. Vote club proxy
 1. District, regional, international
7. Arrange for your replacement

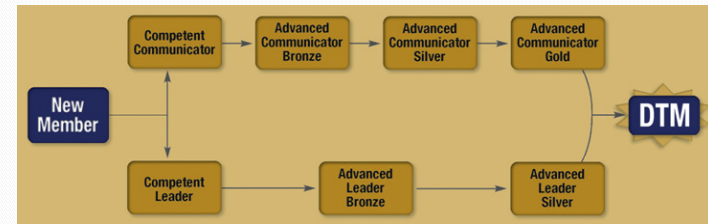
Serving as VPE, at club meeting

1. Assign members to roles for meetings
2. Initial speaker's Project Completion Record (ensure award applications filled out correctly)
3. Monitor club performance
4. The Better Speaker and Successful Club Series
5. Preside over meeting when President unavailable

Envision, Plan, and Direct Meetings

- Primary goal: Plan enjoyable meetings during your term in office
 - Create varied meeting programs
 - Mac meeting
 - Grab bag meeting
 - Educational Zip
 - Dual meetings
 - Assign meeting roles
 - Prepare agendas

TI's Educational Track



Promote Participation

- Familiarity with both tracks to DTM: Communication and Leadership
- Display manuals during meetings
- Promote constructive evaluations
- Track Progress
- Sales Pitch
- Contests

Administration Tips

- Introduce incentives
- Encouragement, Recognition, & Advancement
- Orient new members within 2 weeks
 - Explain materials, procedures, match with mentor
 - Induction ceremony
- Assist members with paperwork

Your Leadership

- Encourage member participation
 - Advocate participation in Leadership Roles
- Become familiar with other opportunities
- Liaison between your club and area/division/district
- Understand parliamentary procedure
- Participate in and vote at area and district functions
- Vote at international convention
- Lead by example

10 DCP Goals*

- Get 2 CC's
- Get 2 more CC's
- Get 1 ACB, ACS, or ACG
- Get 1 more ACB, ACS, or ACG
- Get 1 CL, AL, DTM
- Get 1 more CL, AL, DTM
- 4 new members
- 4 more new members
- Minimum of 4 officers trained twice a year
- Membership dues renewal report & one club officer list submitted on time

10 DCP Goals*

FINE PRINT

*** In addition, your club must meet a membership requirement. At year end (June 30) it must have:**
 at least 20 members OR
 a net growth of at least five new members.

*** Clubs must have at least 20 members to be recognized as President's Distinguished Club status!**

Case Study Example (#1)

- Lethargic members
 - Objective: Motivate members to complete CC manual and receive CC award
 - Solutions?
 - Promote the importance of giving manual speeches and establish a standard that every speech presented in the club is a manual speech.
 - Purchase a Wall Chart Set and post them on the wall at every club meeting. Use them to keep track of each member's progress at every meeting.
 - Meet with each member individually to discuss his or her progress toward the CC award. Obtain the member's commitment to achieving the award and agree on a completion date. Follow up to ensure the member fulfills the commitment.
 - Others?

Resources

TI Materials

- Club officer training materials
<http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/DistrictTraining/ClubOfficersTraining/COTMaterials.aspx>
- Officer Resources
<http://www.toastmasters.org/Members/OfficerResources.aspx>
- District training materials (Conducting Quality Speech Contests)
<http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/DistrictTraining/DistrictOfficerTraining/TrainingMaterials.aspx>

Other Resources

- District 84 website: <http://www.toastmastersd84.org/>
- Evaluation Form:
http://www.toastmasters.org/217_training.aspx
- Current or past: VPEs, Presidents, Area Governors, Division & District Leaders

Bonus Materials