



VP Education Checklist

Before Club Meetings

- ▶ Review scheduled roles.
- ▶ Offer support to the Toastmaster.
- ▶ Schedule education sessions.
- ▶ Ensure a member conducts presentations from The Successful Club Series (Item 289).
- ▶ Notify the club president of education awards.

Upon Arrival at the Meeting

- ▶ Verify assigned members have arrived and are prepared.
- ▶ Remind members to select an evaluator.
- ▶ Assist the Toastmaster.
- ▶ Greet guests.
- ▶ Inform Topicsmaster of any guests willing to participate.

During Club Meetings

- ▶ Initial project completion records.
- ▶ Ensure members fill out award applications.
- ▶ Recognize members for achievements.
- ▶ Preside over meeting when necessary.
- ▶ Answer education program or speech contest questions.

Outside the Club Meetings

- ▶ Plan club meetings.
- ▶ Promote participation in the education program.
- ▶ Orient new members.
- ▶ Encourage new members to participate
- ▶ **Facilitate member progress in Base Camp.**
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Prepare and present education program reports.
- ▶ Share information on upcoming speech contests.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Speech Contest Information

www.toastmasters.org/speechcontests

Speech Contest Rulebook (Item 1171)

www.toastmasters.org/1171

Distinguished Club Program and Club Success Plan (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

Competent Leadership (Item 265)

www.toastmasters.org/265

Accredited Speaker Program

www.toastmasters.org/accreditedspeakerrules

RESOURCES (cont.)

Education Programs FAQ

www.toastmasters.org/edfaq

Member Achievement Record (Item 1328)

www.toastmasters.org/1328

Education Achievement, Gifts & Recognition

www.toastmasters.org/shop