

# ***CLUB OFFICER TRAINING***

- **CLUB PRESIDENT**
- **VICE-PRESIDENT**  
**EDUCATION**

# ***CLUB PRESIDENT TRAINING***



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# ***CLUB PRESIDENT***



- **Most important club office!**
- **Leads toward becoming a Distinguished Club**
- **Support members to achieve their goals and to benefit from Toastmasters educational programs**
- **Recruits and retains members**

# *AT THE MEETING*

- Start and end **on time**
- Greet and introduce **guests** enthusiastically
- **Speak with guests** before and after meeting
- Read or display **club mission** at every meeting.



# ***AT THE MEETING***

- Discuss **DCP** and club's progress
- Recognize member achievements **in and outside Toastmasters**
- Report on the **Moments of Truth**  
(Covers member retention, club quality)



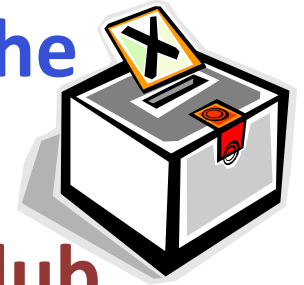
# ***OUTSIDE THE MEETING***

- **Attend district-sponsored officer training**
- **Ensure all club officers meet standards**
- **Oversee DCP**
- **Encourage Education Awards**
- **Ensure ongoing membership building**



# *Outside the Club*

- Attend the **district council meetings (Fall & Spring Conferences)** and **vote the club's proxy**
- Attend the **International Convention** and **vote the club's proxy** or send the proxy to the **district governor**
- Ensure that the club is following the **Club Constitution and Bylaws** (on TI website)



# *Outside the Club*

- **Maintain contact with both the district and with Toastmasters International**
- **Schedule and chair monthly executive committee meetings**
- **Arrange for a replacement if unable to attend a club or executive committee meeting**



# *Outside the Club*

- Search for leaders to be club officers both this year and for next year.
- Hold timely elections (May)
- Prepare your successor for office



# **VICE PRESIDENT EDUCATION**



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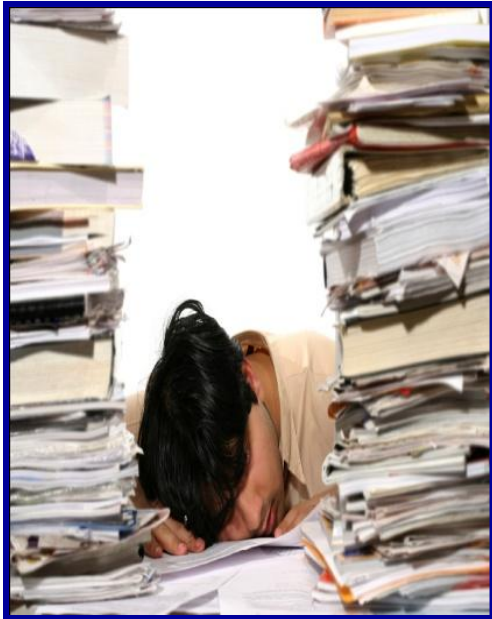
# “Six Months Down, Six Months To Go: From Overwhelmed to Effective as VP Education!”



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**January 15 TLI Presentation on VP Education Role**

The VP Education can be overwhelmed, instead of being effective. For example, the VP Education can end up being frazzled, trying to handle complete responsibility for:



- ❖ All of the weekly meeting forecasting and scheduling
- ❖ All of the pieces of the club educational assessment
  - ❖ for individual club members
  - ❖ for the club as a whole (DCP)
- ❖ All the parts of the Club Mentor Program

**Let's look at these three tasks so I can give you some solutions for going from overwhelmed to effective .**

**I will put them to you as questions one at a time.**

Does the VP Education have do all of  
the weekly meeting scheduling?

No!

Here is the  st thing to do

**Free yourself from enabling your club members!**

**Yes, the VP Education should do the forecasting for all meetings but . . .**

**Ask the Toastmaster assigned for each meeting date to assume the **entire** responsibility for that meeting (i.e., filling roles, creating a theme, getting intro material for speakers, etc.)**

**Let go and empower others!**

**Do **your** successor a favor and make this role manageable!**

Does the VP Education have do all of the pieces of club educational assessment?

No!

Here is a  nd thing to do

**Get some help with the Club's DCP details**

**There is some one waiting in the wings . . .**

**Ask the Immediate Past President (IPP) to help track member goals, help set up the DCP, and help develop the Club Success Plan.**

**Helping to track the DCP is one of the Immediate Past President's (IPP) tasks. Let this person pick up the individual pieces, while you oversee the process!**

Does the VP Education have to create and manage all of the parts of a Club Mentor Program?

No!

Here is a  rd thing to do

# Get some help setting up and administering the Club Mentoring Program

Ask the VP membership, another Club Officer, or another club member to help with the details of setting up and tracking the Club Mentor Program.

Remember, you need to oversee but do not have to dot every “i” and cross every “t” or have to “touch” everything personally to get the job done!

- ❖ Go from **overwhelmed** to **effective** by using these three strategies during your next six months!
- ❖ Use **your** leadership skills - **delegating, mentoring, and follow up** – to become that great VP Education **you** know you can be!
- ❖ Leave the VP Education role **manageable** and even **fun** for your successor!

