

# Vice President Education

Name			
Email		Phone	
Special Notes			

## Key Responsibilities

Responsibilities	Due Date	Pathways Project	Support
<input type="checkbox"/> Set meeting agendas and assign meeting roles	Ongoing		Support from SAA
<input type="checkbox"/> Plan Educationals / Training sessions during the club meetings	Ongoing		
<input type="checkbox"/> Manage member progress in Pathways and act as Primary Base Camp Manager	Ongoing		
<input type="checkbox"/> Pathways Orientation (plan training sessions for new members)	Ongoing	L4 - Manage online meeting	
<input type="checkbox"/> Club Success Plan (Supporting Role)	30-Sep		Support President
<input type="checkbox"/> Coordinate Speech Contests (This could be done as a project by a member?)	15-Oct	L4 - Manage project effectively	
<input type="checkbox"/> Mentor Program (collaborate with VPM to find and assign mentors)	Ongoing	L5 - Lead in any Situation	Collaborate with VPM
<input type="checkbox"/> Keep current with Toastmaster programs (Speech Craft, Youth Leadership, Club Mentoring/Sponsorship)	Ongoing		
<input type="checkbox"/> Attend Area Council Meetings (# at discretion of Area Director)			Also VPE & VPM
<input type="checkbox"/> Attend District Council Meetings (2 per year)			Also VPE
<input type="checkbox"/> Attend Club Office Training (June-Aug and Nov-Feb)			
<input type="checkbox"/> Moments of Truth (coordinate and present (or find another member))	31-Oct		
<input type="checkbox"/> Keep up to date with the District Dispatch and Toastmasters Navigator newsletters			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Optional (Club Specific)</b>			
<input type="checkbox"/> Promote member interest survey			
<input type="checkbox"/> Assign coaches for individual specific projects or speeches			
<input type="checkbox"/>			

## Year-ahead Checklist

First 60 days (Jul-Aug)
<input type="checkbox"/> Attend Club Officer Training (June-Aug)
<input type="checkbox"/> Plan educational presentations for the year
<input type="checkbox"/> Club Success plan (Assist)
<input type="checkbox"/> Meeting Agendas
<input type="checkbox"/> Base Camp Manager (Primary)
<input type="checkbox"/> Attend District Council Meeting
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with past VPE for handover
<input type="checkbox"/> Mentor Program (possible VPM?)
<input type="checkbox"/>

Next 120 days (Sep-Dec)
<input type="checkbox"/> Moments of Truth
<input type="checkbox"/> Provide Pathways status update to all members
<input type="checkbox"/> Plan fall speech contest
<input type="checkbox"/> Meeting Agendas
<input type="checkbox"/> Attend Area Council Meetings
<input type="checkbox"/> Recognize Member Achievements
<input type="checkbox"/>
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Members at levels 3, 4 & 5 (projects)
<input type="checkbox"/> Insert fun activities periodically
<input type="checkbox"/> Conduct member interest survey (assist President)

Next 180 days (Jan-Jun)
<input type="checkbox"/> Attend Club Officer Training (Nov-Feb)
<input type="checkbox"/> Provide Pathways status update to all members
<input type="checkbox"/> Plan spring speech contest
<input type="checkbox"/> Of The Year awards
<input type="checkbox"/> Meeting Agendas
<input type="checkbox"/> Attend Area and District Council Meetings
<input type="checkbox"/> Recognize Member Achievements
<input type="checkbox"/>
Optional (Club Specific)
<input type="checkbox"/> Meet with new VPE for handover
<input type="checkbox"/> Attend District Conference
<input type="checkbox"/>

## Educationals / Training

(Optional) Each club executive could present an educational at a club meeting

Educational / Training Topic	Pathways Project	Presenter
<input type="checkbox"/> Examples:		
<input type="checkbox"/> Moments of Truth (Due by Oct 31)	L5 - Lessons Learned	
<input type="checkbox"/> How to write a speech	L3 - Inspire your audience	
<input type="checkbox"/> How to give an evaluation	L4 - Question & Answer Session	
<input type="checkbox"/> Meeting Roles and Responsibilities	L1 - Research & Presenting	
<input type="checkbox"/> DTM Program (Speech Craft, Youth Leadership, Club Mentoring / Sponsorship)	L3 - Inspire your audience	
<input type="checkbox"/>		

## Distinguished Club Program

Distinguished Club Program Tracking	Member	Member	Member	Member
<input type="checkbox"/> Level 1 - four members needed				
<input type="checkbox"/> Level 2 - two members needed				
<input type="checkbox"/> Level 2 - two more members needed				

- Level 3 - two members needed
- Level 4 , Level 5 or DTM Award- One member needed
- Level 4 , Level 5 or DTM Award- One more member needed
- 

### Pathways Tracking

NAME	Path 1	Path 2	Level 1	Level 2	Level 3	Level 4	Level 5	Reflect on your Path	DTM Project	Club Officer	District Officer	Club Mentor / Coach	Club Sponsor/ Speechcraft/ Youth Leadership
Member 1	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 2	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 3	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 4	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 5	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 6	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 7	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 8	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 9	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 10	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 11	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 12	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 13	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 14	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 15	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 16	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 17	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 18	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 19	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 20	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 21	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 22	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 23	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 24	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member 25	Not Started	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Club Contests

Fall Contest - Tasks to coordinate club contest	Assigned Role
<input type="checkbox"/> Contest Chair	
<input type="checkbox"/> Chief Judge (from outside of club)	
<input type="checkbox"/> Judges (to remain anonymous - from outside club) 5 needed	
<input type="checkbox"/> Timer	
<input type="checkbox"/> Ballot Counter x 2	
<input type="checkbox"/>	
<input type="checkbox"/>	
Spring Contest - Tasks to coordinate club contest	Assigned Role
<input type="checkbox"/> Contest Chair	
<input type="checkbox"/> Chief Judge (from outside of club)	
<input type="checkbox"/> Judges (to remain anonymous - from outside club) 5 needed	