



Vice President Education

Summary:

As Vice President Education (VPE), you 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.

Responsibilities:

- 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
- Keep current with Toastmasters programs
- Manage mentor program
- Provide positive and impartial evaluation on speeches/projects
- Remain current with the Leader Letter

Skills learned:

- 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