

Vice President Education

The Vice President Education is responsible for planning successful club meetings so that each member has the opportunity to achieve his or her educational goals. He or she is the second highest rank club officer, presiding at Club and Executive Committee meetings in the absence of the President.

Outside of the club meeting:

- Plan club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting;
- Promote participation in the educational programme;
- Get commitment from new members to achieve speaking and leadership awards and schedule them to speak accordingly;
- Track all members' progress towards these awards;
- Orient new members to the Toastmasters programme within two meetings after they join;
- Assign every new member a mentor;
- Attend Club Executive Committee meetings and preside when the President is absent;
- Attend District Council meetings and vote the club's proxy;
- Vote at Regional and International Business meetings.

At the club meeting:

- Assign each new member to be a table topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker speech project at the fourth meeting or sooner;
- Ensure a club member conducts the successful club series programme at least once a year;
- Monitor club performance quarterly in co-operation with the club president;
- Initial speakers' Records of Assignments and ensure eligible members fill out their applications;
- Preside over the meeting when the President is absent.