



## **CLUB VICE PRESIDENT EDUCATION STANDARDS**

### **Outside of the club meeting**

- Attend district-sponsored club officer training.
- 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 program. Get commitment from members to earn the next level of achievement and track their progress toward these awards.
- Orient new members to the Toastmasters program 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 international business meetings.
- Arrange for a replacement if unable to attend a club or executive committee meeting.
- Prepare successor for office.

### **At the Club Meeting:**

- Ask each new member to be a Table Topics participant at the first meeting after joining. Assign him or her to a meeting role at the third meeting or earlier, and assign the Ice Breaker manual project at the fourth meeting or sooner.
- Ensure a club member conducts *The Successful Club Series* programs Evaluate to Motivate, Moments of Truth, Mentoring and Finding New Members for Your Club at least once per year.
- Monitor club performance quarterly in cooperation with the club president.
- Initial Speakers' Project Completion Records and ensure eligible members fill out their award applications.
- Preside over the meeting when the president is absent.