

VP EDUCATION

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ **Track the projects & progress** of all **members**, both advanced & new, **plan meetings** and ensure all **meeting roles are filled & briefed** before every meeting.

Main Responsibilities

- ▶ Member progress:
 - **Gather** ongoing & upcoming **project information** from EasySpeak & Basecamp for **each member, create an overview & closely monitor their progress**. This includes leadership activities (roles, event organization) as this becomes ever more relevant for Pathways.
 - **Align with members, provide support & answer questions** on Pathways, projects where necessary.
 - Basecamp: **approve requests** on Basecamp when projects have been completed.
 - EasySpeak: add **accreditations** (e.g. DL1, EC2) when members complete a level or a path.
 - When a member has achieved, or is about to achieve a milestone, **inform the President, the Secretary & TME** so this can be shared with the club.
- ▶ Meeting planning:
 - Use above **information on each member's progress** together with the speech '**Scheduling Guidelines**' to **optimally plan the meetings**.
 - EasySpeak:
 - Before every meeting: **create meetings** in EasySpeak & **fill the roles**.
 - After every meeting: **enter the actual results** (speaking & supporting roles, awards).
- ▶ Briefing & documents:
 - Send **first timers** for a role an email with the corresponding **one-pager** & provide guidance where necessary.
 - **Ensure the 'Supporting roles', 'Your First Speech', 'Your First Evaluation', 'Table Topics Master', 'TME', 'GE' & 'Scheduling Guidelines' one-pagers are updated** at the end of each year, after **aligning any changes with the team**.
 - Align with the **VP Mentorship** so mentors have the proper tools to **train members** in the use of **Pathways, Basecamp & EasySpeak**.
- ▶ Club progress:
 - **Follow-up the club's progress** in the Distinguished Club Program and regularly provide updates to the President & the officer's team.

Strategies, Ideas, Examples

- ▶ Provide support to members organizing events: Saturday Coaching Session, club contest, workshops & special meetings.