

**VPE 2.0**

# **Welcome to Winter Training**

01.20.18

Presented by Juanita Rivera-Ortiz, DTM

# Agenda

- Let's Get Started – Icebreaker/Level Set
- Roles & Responsibilities
- Lead the Celebration
- Engage Every Member

# Let's Get Started

## Level Setting Question:

1. What Division and Area do you represent?
2. Have you ever been to VPE Training Before?
3. Does your club have a Club Success Plan?
4. How many DCP Points has your Club earned?
5. Does your club use Toasthost or EasySpeak for scheduling?

## Resource:

1. [Go to the Dashboard @ TI: "Distinguished Club Reports"](#)
2. [Official Training Presentation for VPE](#)
3. [Club Success Plan Template](#)
4. Repeat #1
5. Make it easy...give them tools: Check out other [clubs' sites](#) or the [full video training](#).

# The Role & Responsibilities

You don't know what you don't know...How well have you gotten to know your role?

- What do fellow club officers and members need from you?
  - Read your leadership manual cover to cover
    - If pressed for time read pages 25-28
  - Determine how far your success plan members are on their journey
  - Develop your schedules around the goals of the members who respond by 2/1/18.

# Lead the Celebration!

- Work with your Executive Council to  
**CELEBRATE YOUR SUCCESS SO FAR!**
  - Interview Members about their success & hurdles
  - Create & feature testimonies (written and/or spoken)
  - Talk Up Toastmasters Incentive Period

# Encourage Every Member to Participate in their Education

- Challenge every member to read the CC and CL manuals from front to back.
- Educate your club on the Contest Rules & Opportunities to complete projects
- Get testimonials from members on project challenges & methods to mentor
- Ask members to log into ToastHost/EasySpeak.

# Lastly...

- Please Develop an **Education Committee** to:
  - Reduce the burden of your workload
  - Help you prepare for Pathways
  - Cultivate a successor
- Invite at least three (3) members to join for specific purpose:
  - A tech savvy member to be your “Pathways Partner”
  - A social member to be your “Celebration Captain”
  - A loyal member to your “Documentation Deputy”

# Thank you

Please contact me if you have any questions!

[mail2jro@gmail.com](mailto:mail2jro@gmail.com)



*Congratulations VPE!*  
Here is your Toolkit!

Presented by:

Juanita Rivera-Ortiz, ACG, ALB

Monica VanAuken, DTM

7/15/17

## VPE Toolkit

### *Reference Materials*

*Bylaws*

*Club Leadership Book*

*Club, Area, Division & District  
Leader Contact Information*

*Club & District Calendar*

*Contest Rules & Procedures*

*Mentoring Program Documents*

### **Working Documents/Tools**

DCP & Club Success Plan

Club Education Plan

Workshops

Member Goal Tracking Grid

**Free ToastHost/EasySpeak**

**Other Free Resources!**

**1) Devote the time to READ your materials. Whether you have done the job before or not...become familiar with the:**

- Bylaws ([210](#))
- Club Leadership Book ([1310](#))
- District [Contacts](#) & [Calendar](#)
- Contest Rules & Procedures ([1171](#))
- Mentoring Program Documents ([1163](#)a-e)

**2) Communicate with your Executive Council** to develop a holistic plan for the year to reach your DCP goal *together*. You each will need each other's inputs/outputs to bring the plan to fruition.

**3) Check [Club Central](#) and [District 65 website](#) often.**

## VPE Toolkit

### Reference Materials

Bylaws

Club Leadership Book

Club, Area, Division & District  
Leader Contact Information

Club & District Calendar

Contest Rules & Procedures

Mentoring Program Documents

### Working Documents/Tools

*DCP & Club Success Plan*

*Club Education Plan*

*Workshops*

*Member Goal Tracking Grid*

Free ToastHost/EasySpeak

Other Free Resources!

**1) Make your Club Success Plan, Summary of International and District Incentives as your guardrails for execution. Check your progress against these often:**

- **Club Success Plan ([1111](#))**
- **[International Incentives](#)**
- **[District Incentives](#)**
- **Required Annual Workshops (conduct):**
  - Evaluate to Motivate ([Item 292](#)),
  - Moments of Truth ([Item 290](#)),
  - Finding New Members for Your Club ([Item 291](#)), and
  - Mentoring ([Item 296](#))

**2) Leverage these tracking charts in your club meetings and share electronically where feasible:**

- Wall Chart Set ([306](#))
- Chart of Motions ([237C](#))
- Distinguished Club Program Clubs ([111C](#))

## VPE Toolkit

### Reference Materials

- Bylaws
- Club Leadership Book
- Club, Area, Division & District Leader Contact Information
- Club & District Calendar
- Contest Rules & Procedures
- Mentoring Program Documents

### Working Documents/Tools

- DCP & Club Success Plan
  - Club Education Plan
  - Workshops
  - Member Goal Tracking Grid

**Free ToastHost/EasySpeak**

**Other Free Resources!**

**Leverage any/all tracking tools that you find helpful:**

- [Free toasthost](#)
- [EasySpeak](#)
- **Add any others you know of...**

## VPE Toolkit

### Reference Materials

- Bylaws
- Club Leadership Book
- Club, Area, Division & District Leader Contact Information
- Club & District Calendar
- Contest Rules & Procedures
- Mentoring Program Documents

### Working Documents/Tools

- DCP & Club Success Plan
  - Club Education Plan
  - Workshops
  - Member Goal Tracking Grid

### Free ToastHost/EasySpeak

### ***Other Free Resources!***

## Additional Resources

### Vice President Education Resources

Speech contest information	<a href="http://www.toastmasters.org/speechcontests">www.toastmasters.org/speechcontests</a>
<i>Speech Contest Rulebook</i> (Item 1171)	<a href="http://www.toastmasters.org/1171">www.toastmasters.org/1171</a>
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	<a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a>
Distinguished Club Program Goals (Item 1111C)	<a href="http://www.toastmasters.org/1111C">www.toastmasters.org/1111C</a>
Wall Chart Set (Item 306)	<a href="http://www.toastmasters.org/306">www.toastmasters.org/306</a>
<i>Competent Leadership</i> (Item 265)	<a href="http://www.toastmasters.org/265">www.toastmasters.org/265</a>
Accredited Speaker Program	<a href="http://www.toastmasters.org/accreditedspekerrules">www.toastmasters.org/accreditedspekerrules</a>
Education program FAQs	<a href="http://www.toastmasters.org/edfaq">www.toastmasters.org/edfaq</a>
Member Achievement Record (Item 1328)	<a href="http://www.toastmasters.org/memberachievementrecord">www.toastmasters.org/memberachievementrecord</a>
Educational achievement, gifts and recognition	<a href="http://www.toastmasters.org/shop">www.toastmasters.org/shop</a>

[www.toastmasters.org](http://www.toastmasters.org)



# VPE Toolkit

## Reference Materials

Bylaws

Club Leadership Book

Club, Area, Division & District  
Leader Contact Information

Club & District Calendar

Contest Rules & Procedures

Mentoring Program

Documents

## Working Documents/Tools

DCP & Club Success Plan

Club Education Plan

Workshops

Member Goal Tracking Grid

## Free ToastHost/EasySpeak

### ***Other Free Resources!***

Order these with EVERY order...they're FREE:	Link:
99 (99F)	<a href="https://www.toastmasters.org/en/Shop/Marketing/Brochures/Find%20Your%20Voice_99.aspx">https://www.toastmasters.org/en/Shop/Marketing/Brochures/Find%20Your%20Voice_99.aspx</a>
101 (101F)	<a href="https://www.toastmasters.org/en/Shop/Marketing/Brochures/Find%20Your%20Voice_99.aspx">https://www.toastmasters.org/en/Shop/Marketing/Brochures/Find%20Your%20Voice_99.aspx</a>
108 (108F)	<a href="https://www.toastmasters.org/en/Shop/Marketing/Brochures/From%20Prospect%20to%20Guest%20to%20Member_108.aspx">https://www.toastmasters.org/en/Shop/Marketing/Brochures/From%20Prospect%20to%20Guest%20to%20Member_108.aspx</a>
123 New Club Information Kit \$0.00 - Limit 1 free	<a href="https://www.toastmasters.org/en/Shop/Marketing/Kits/New%20Club%20Information%20Kit_123.aspx">https://www.toastmasters.org/en/Shop/Marketing/Kits/New%20Club%20Information%20Kit_123.aspx</a>
211 Expanding Your Horizons - \$0.00 - No Limit	<a href="https://www.toastmasters.org/en/Shop/Members/manuals-and-programs/success-communication/Expanding%20Your%20Horizons_211.aspx">https://www.toastmasters.org/en/Shop/Members/manuals-and-programs/success-communication/Expanding%20Your%20Horizons_211.aspx</a>
354 (354f) The Benefits of Toastmaster membership (set of 25) - \$3.00 - Limit 1 free	<a href="https://www.toastmasters.org/en/Shop/Marketing/Fliers/The%20Benefits%20of%20Toastmasters%20Membership_354.aspx">https://www.toastmasters.org/en/Shop/Marketing/Fliers/The%20Benefits%20of%20Toastmasters%20Membership_354.aspx</a>
1212 Toastmasters Recognition - \$0.00	<a href="https://www.toastmasters.org/en/Shop/Members/manuals-and-programs/general-educational-items/Toastmasters%20Recognition_1212.aspx">https://www.toastmasters.org/en/Shop/Members/manuals-and-programs/general-educational-items/Toastmasters%20Recognition_1212.aspx</a>
1622 Success 101 - \$0.00 - Limit 3 free	<a href="https://www.toastmasters.org/en/Shop/Marketing/Brochures/Success%20101_1622.aspx">https://www.toastmasters.org/en/Shop/Marketing/Brochures/Success%20101_1622.aspx</a>