

# VICE PRESIDENT EDUCATION — CHECKLIST

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## PROGRAMMING

- I have a forward planner at least three meetings out
- My forward planner is distributed to members
- My programme gives every member the chance to participate
- My programme is varied and regularly incorporates new segments
- I have a system to reduce “no-shows” of important roles

## MEMBERS' EDUCATION

- I know or track how each member is growing as a Toastmaster
- I know when and how hard to push each member to take on new roles
- I know or track the personal goals of each member

## MEMBER'S PROJECT PROGRESS

- Our club tracks every member's progression through their current project
- Our club tracks every member's progression through additional CCs and CLs
- Awards are submitted online by a single person
- Members are presented with awards at the club

## MENTORS

- Our club tracks every member's mentor(s)
- New members are assigned a mentor within their first few meetings
- Experienced members have mentors too
- I regularly ask mentors and mentees for feedback

## DCP

- Every member knows for what *DCP* stands and why we strive for it
- I track our club's progress towards the DCP
- I will ensure our club achieves its DCP goals this year

## SYSTEMS & PROCEDURES

- I use systems to automate and track my VPE responsibilities
- My systems could be understood by someone else if I was hit by a bus
- Nothing important exists on a piece of paper — everything is digital
- My digital files are backed up

## SUCCESSION

- I already know whom I would prefer to be our club's next VPE
- And I've told them
- I have a plan on how to coach, train and groom my successor
- My systems and procedures are maintained with my successor in mind