

Scheduling Tips for the VP Education

- **Always remember that the objectives are to help members achieve their educational goals and to put on a good show for recruiting and retaining members.**
- Unless a member requests otherwise, every member should be scheduled to speak once a month. However, do take into consideration the frequency of the member's attendance at meetings.
- Even if a member requests to speak less often than once a month, encourage him or her to speak at least once every other month and schedule accordingly.
- Every role should be rotated among all members. Do not keep assigning the same role to the same person. Even if the person does not mind, the rest of the members and guests need to see variety. An exception may be when a member is trying to complete the requirements of an educational award before a certain deadline.
- No matter how good a member is, he or she should not be allowed to take on speaking roles only and not accept other positions.
- Try to mix speakers and evaluators at different skill levels for each meeting.
- Whenever possible, alternate the major speaking roles (Toastmaster, Table Topics Master, General Evaluator, Speaker, and Evaluator) and other roles (TAG team) for each member at consecutive meetings.
- Assign roles to as many members as possible for every meeting. A large club may have two members work together as, say, Timers or Ballot Counters. Active involvement maintains interest.
- Prepare a schedule at least three meetings in advance. This should be a current schedule updated after every meeting, not a monthly schedule. Why? Last-minute changes are unavoidable. For example, member X is scheduled this week to be a speaker (or whatever the role is) and member Y fills in. Originally member Y is scheduled to be a speaker next week. Now member Y should not be a speaker again next week. Caution: Every time you plan to remove a speaker from the assignment, you should discuss it with the individual first.
- Distribute hard copies of the current schedule at every meeting and e-mail it to all members after the meeting, reminding them to check their assignment for the next meeting and note changes.
- Keep a copy of a cumulative schedule including past meetings for your own reference. This means that you should update this copy after every meeting if any actual assignment is different from the original schedule. The cumulative schedule helps you not to assign the same role too often to the same person.
- The modules in the *Successful Club Series*, the *Better Speaker Series*, and the *Leadership Excellence Series* come in handy when you need a speaker at the last minute. Every club should have these materials. If a speaker cancels and no one has a backup speech, a current or past officer working toward the Competent Leader award or any member working toward the Advanced Toastmaster Silver award can deliver one of these scripted speeches. It is also a good idea to schedule these educational speeches once a month, more often for a new club. Every club should conduct these modules: *Moments of Truth*, *Evaluate to Motivate*, *Finding Members for Your Club*, and *Mentoring*.
- When a new member joins, he or she should be assigned a role in the TAG team as soon as possible. Schedule the Ice Breaker in 3-4 weeks. Early involvement reduces the chance of the member losing interest and leaving.
- In order that a new member can learn more skills as he or she gains experience, generally the recommended progression is TAG team, Speaker, Table Topics Master, Evaluator, General Evaluator, and Toastmaster. Some clubs require that a member has given a certain number of speeches before being an evaluator. The individual's learning pace should be taken into account. Also, in a new club, members usually move through different roles faster. For example, a member may serve as the Table Topics Master before taking on any other role, or give an evaluation after delivering only the Ice Breaker.