

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.**
- Encourage every member to give a speech once a month and schedule accordingly. However, take into consideration that some members may have special needs.
- Every role should be rotated among all members for 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 every 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.
- 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.
- So that a new member can learn more skills as he or she gains experience, a suggested progression may be: TAG team, Speaker, Table Topics Master, Evaluator, General Evaluator, and Toastmaster. The individual's learning pace should be taken into account. Also, in a new club, members usually move through different roles faster.
- The modules in the *Successful Club Series*, the *Better Speaker Series*, and the *Leadership Excellence Series* come in handy when a speaker cancels at the last minute and no one has a backup speech. A member working toward the CL or ATM-S award can deliver a module. It is also a good idea to schedule these educational speeches once a month, more often for a new club.
- Prepare a schedule at least three meetings in advance. Update and distribute it after every meeting, as changes are unavoidable. For example, member X fills in as a speaker this week due to a cancellation. Originally he or she is scheduled to be a speaker next week. Now you may want a different speaker next week. (Caution: Every time you plan to remove a speaker from the assignment, discuss it with the individual first.)
- Keep a copy of a cumulative schedule including past meetings for your own reference. The cumulative schedule helps you not to assign the same role too often to the same person. A spreadsheet is useful. Software programs for preparing agendas are also available from the TI web site <http://www.toastmasters.org/artisan/member.asp?CategoryID=1&SubCategoryID=40>.

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