

Vice President Membership (VPM)

Club Officer Training
Presented by Linda Dorn, DTM



Agenda



- ▶ VPM
Role



- ▶ VPM
Responsibilities



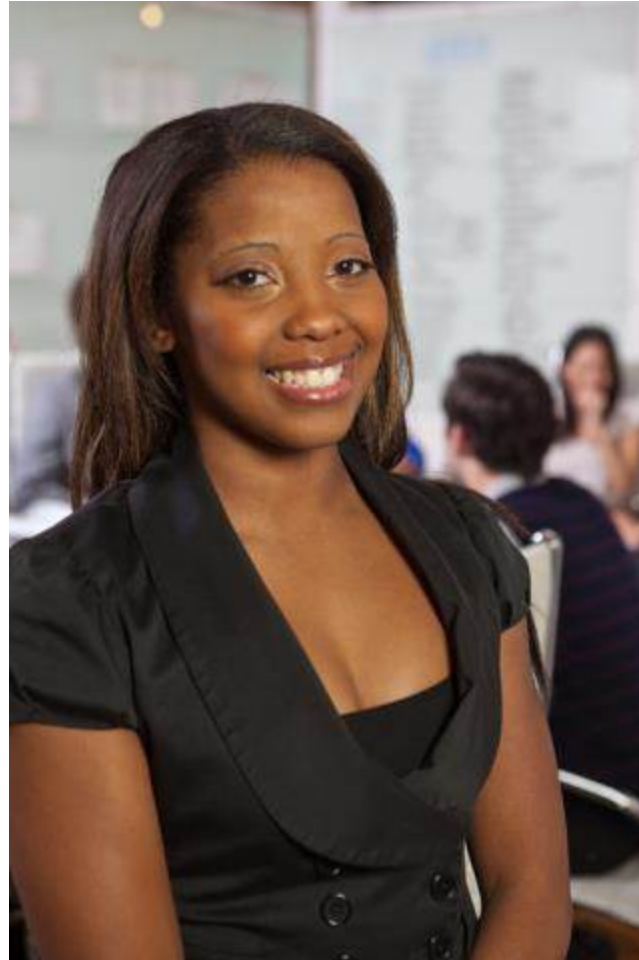
- ▶ VPM
Resources

Session Objectives

- ▶ Identify your role within the club
- ▶ Fulfill your responsibilities
 - ▶ In club
 - ▶ Executive committee
- ▶ Find resources that help you



VPM Role



VPM Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

The Club Meeting

- ▶ **Before Club Meetings**
- ▶ **Upon Arrival at Club Meetings**
- ▶ **During Club Meetings**



Before Club Meetings

- ▶ Make a list of new members.
- ▶ Have a few Guest Packets.
- ▶ Contact former guests and members who have not been attending meetings.



Has this been working for you?

Upon Arrival at Club Meetings

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets.
- ▶ Answer questions guests may have.
- ▶ Guest book

What else does your club do to welcome guests?



After Club Meetings

- ▶ Meet with guests to answer questions.
- ▶ Invite guests to join the club.
- ▶ Help guests complete the membership application.



Outside the Club Meeting

- ▶ Conduct membership-building programs.
- ▶ Promote membership goals.
- ▶ Promote membership-building contests.
- ▶ Follow up on and keep track of guests.



Outside the Club Meeting

- ▶ Bring membership applications.
- ▶ Assist the vice president public relations.
- ▶ Ensure meeting information is correct.
- ▶ Attend club executive committee meetings.



Outside the Club Meeting

- ▶ Attend and vote at area council meetings.
- ▶ Arrange for your replacement or assistance.
- ▶ Prepare your successor for office.



The Executive Committee

- ▶ Organize and conduct membership contests.
- ▶ Report on club membership.



How to Fulfill the VPM Responsibilities



- ▶ How
- ▶ When
- ▶ Who
- ▶ What

What are the most important responsibilities you have in your role?

VPM Responsibility Action Plan

- ▶ How will you fulfill this responsibility?
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

VPM Resources



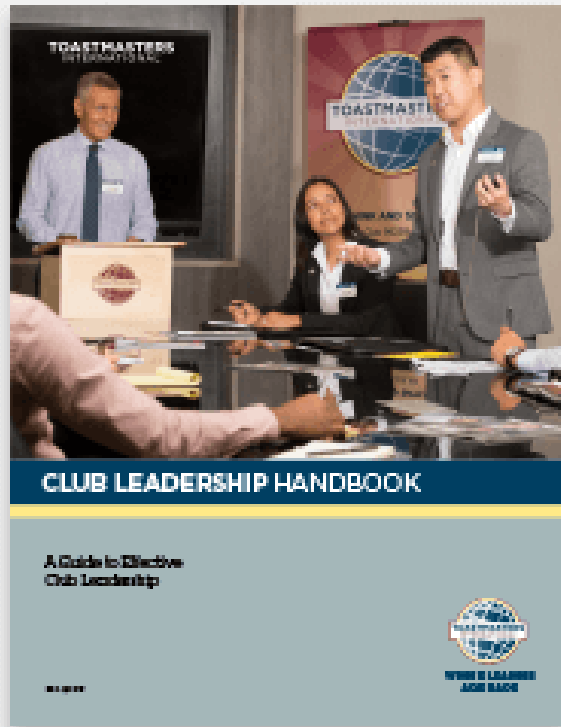
Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing vice president membership.
- ▶ Meet with current executive committee.

Getting Started

- ▶ Invite one to three members to serve on membership committee.
- ▶ Conduct a member survey on Moments of Truth session.
- ▶ Create Guest Welcome kits.
- ▶ Order any required materials.

Read Club Leadership Manual



Club Leadership Handbook

Tools & Resources

- **Area Director**
Your guide and partner for a successful year
- **Distinguished Club Program (DCP)**
10 goals to pursue for a successful year
- **Club Success Plan (CSP)**
Promote teamwork and planning for success
- **Moments of Truth (MOT)**
Allows members to provide feedback on club quality

Tools & Resources

- Visit www.toastmasters.org for more resources on your role
- Review the [Vice President of Membership manual](#).
- ▶ Visit the Resource Library:

The screenshot displays the Toastmasters International website. At the top left is the Toastmasters International logo, a globe with the text "TOASTMASTERS INTERNATIONAL". To the right of the logo is the tagline "WHERE LEADERS ARE MADE". The top navigation bar includes links for "Login", "Find a Club", "Start a Club", and "Contact Us", along with a search bar. A yellow button labeled "FIND A CLUB" is also present. The main navigation menu includes "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". A green arrow points down to the "Resources" menu item. Below the navigation bar, the "Resources" section is highlighted with a green arrow pointing to the left. It lists three categories: "Resource Library" (with sub-items: "Public Speaking Tips", "Podcast"), "Logos, Images and Templates" (with sub-items: "Speech Contests", "Statistics and Data Hub"), and "Video Library" (with sub-item: "Announcements").

Additional Resources

Vice President Membership Resources

Success 101 (Item 1622)

www.toastmasters.org/1622

Membership contest information

www.toastmasters.org/membershipcontests

*Distinguished Club Program
and Club Success Plan* (Item 1111)

www.toastmasters.org/1111

Distinguished Club Program
Goals (Item 1111C)

www.toastmasters.org/1111C

Speechcraft information

www.toastmasters.org/speechcraft

This concludes the session.

Club Officer Training
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