

Vice President Education's Calendar/Checklist



The following calendar/checklist shows by month the activities and events you should be addressing. You may use the blank lines to add additional items.

June

Before taking office in July you should:

- Meet with outgoing executive committee and obtain files from outgoing vice president education
- Attend district-sponsored club-officer training program
- Ask 1-3 members to serve on education committee
- Meet with executive committee to complete Club Success Plan
- Work with executive committee to develop club budget
- Review TI Supply Catalog and order educational materials
- Obtain vice president education manual from incoming president and read it
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- _____

July

- Attend district-sponsored club-officer training program if you didn't attend in June
- Meet with education committee to plan quality club meetings
- Meet with each member to discuss educational goals and determine which award(s) he/she will achieve in coming year
- Track members' progress on Member Progress Chart and encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications

- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Plan speech contests
- _____
- _____

August

- Attend district-sponsored club-officer training program if you didn't attend in June or July
- Meet with education committee to plan quality club meetings
- Plan how to help each member achieve goals and awards
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Ensure your club's vote is cast at the Annual Business Meeting at the International Convention
- Attend and vote at area council meeting

- Attend district-sponsored club-officer training program
- Plan speech contests
- _____
- _____

September

- Meet with education committee to plan quality club meetings
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Plan speech contests
- _____
- _____

October

- Meet with education committee to plan quality club meetings
- Attend and vote at district council meeting
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Plan speech contests
- _____
- _____

November

- Meet with education committee to plan quality club meetings
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- If club elects semiannually, prepare to give files to incoming vice president education
- Plan speech contests
- Attend and vote at district council meeting
- _____
- _____

December

- Meet with education committee to plan quality club meetings
 - Attend district-sponsored club-officer training program
 - Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
 - Orient new members
 - Assign mentor to each new member
 - Attend executive committee meeting and present report on activities/accomplishments/plans
 - Help members eligible for educational awards to complete and submit applications
 - Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
 - Attend and vote at area council meeting
 - If club elects semiannually, give files and handbook to incoming vice president education
- If club elects semiannually, incoming vice president education should:*
- Attend district-sponsored club-officer training program

- Read vice president education handbook
- Ask 1-3 people to serve on education committee
- Meet with incoming executive committee to develop club budget
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- _____

January

- Attend district-sponsored club-officer training program if you didn't attend in December or January
- Meet with education committee to plan quality club meetings
- Meet with each member to review their progress toward goals and awards
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Review TI Supply Catalog and order educational materials
- Plan speech contests
- _____
- _____

February

- Attend district-sponsored club-officer training program if you didn't attend in December or January
- Meet with education committee to plan quality club meetings
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans

- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Plan speech contests
- _____
- _____

March

- Meet with education committee to plan quality club meetings
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Plan speech contests
- _____
- _____

April

- Meet with education committee to plan quality club meetings
- Attend and vote at district council meeting
- Meet with each member to review their progress toward goals and awards
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications

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- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
 - Attend and vote at area council meeting
 - Plan speech contests
 - _____
 - _____

May

- Meet with education committee to plan quality club meetings
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Help members eligible for educational awards to complete and submit applications
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
- Prepare to give educational files to newly elected vice president education
- Plan speech contests

- Attend and vote at district council meeting
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- _____

June

- Cast club's votes at the regional conference
- Attend executive committee meeting and present report on activities/accomplishments/plans
- Meet with incoming executive committee and give education files to newly elected vice president education. Help prepare new vice president education for office
- Make sure all educational award applications have been received by World Headquarters by the June 30 deadline. Check with World Headquarters to make sure applications have been received
- Attend and vote at area council meeting
- Track members' progress on Member Progress Chart. Encourage members to use Member Achievement Record
- Orient new members
- Assign mentor to each new member
- Promote educational program and recognize members' accomplishments during club meetings and in club newsletter
- Attend and vote at area council meeting
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