

Vice President Membership (VPM)

Club Officer Training



Agenda



▶ VPM
Role



▶ VPM
Responsibilities



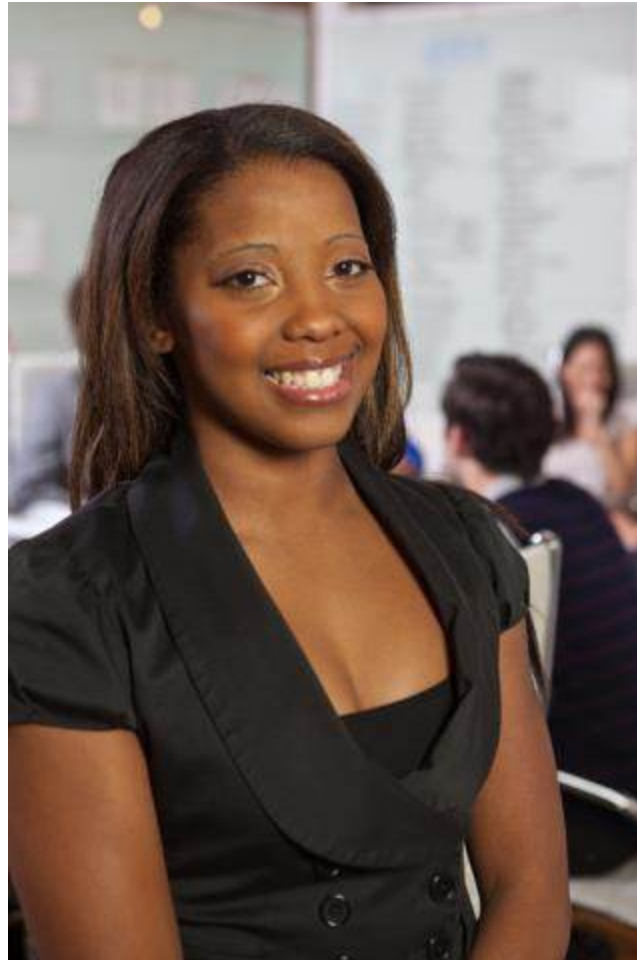
▶ VPM
Resources

Session Objectives

- ▶ Identify your role
- ▶ Fulfill your responsibilities
- ▶ 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 (Item 387).
- ▶ Contact former guests and members who have not been attending meetings.



Upon Arrival at Club Meetings

- ▶ Greet all guests and members.
- ▶ Provide all guests with Guest Packets (Item 387).
- ▶ Answer questions guests may have.



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

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.

Additional Resources

Vice President Membership Resources

Success 101 (Item 1622)	www.toastmasters.org/1622
Membership contest information	www.toastmasters.org/membershipcontests
<i>Distinguished Club Program and Club Success Plan</i> (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

