

**Casterbridge Speakers 2014
Vice President Education's Role**

Purpose of the Role:	Manage the educational needs of the members and plan meetings. The VPE strives to move each member through the education programmes at their chosen pace. Plans meetings, assigning roles and recording members' progress. The VPE submits educational awards to TI and acts as the go-to person for all things related to the TI awards structure. The VPE is also the 'deputy' to the President and stands in at meetings in their absence.
Accountability:	Members' education. Meeting administration (role assignments and recording; speech allocation and recording). Award applications to TI online.
Recent Achievements	The goal for VPE centres around the Distinguished Club Programme (DCP); a set of goals for the club which are a combination of administrative tasks and members achievements. Last year the club achieved the highest award possible and should repeat that this year.
Measures of Success	Members have a clear understanding of the education programmes and a plan for their own progress. The club achieves maximum recognition from TI.
Benefits to the Role Holder	This is a high profile role within the club which allows a high degree of collaboration with members and the opportunity to mentor/coach people to achieve more than they thought they could.
Skills, behaviours and level of commitment	The VPE must have a desire to see the club grow and become more valuable to the membership. The VPE should be able to attend most meetings; be willing to participate fully in both club and area committee meetings this includes Club Officer training twice during the year. The VPE will require access to a computer and be able to learn about the small number of systems used to manage the club business (TI website, Club website and meeting management website).
Potential Changes	An assistant who can help to gather information about members needs and work with the Mentor coordinator to set out plans for each members in both communication and leadership education tracks.
Commitment to new role holder	Full process document and calendar supported by spreadsheets to aid planning. Ongoing training as required.