

Vice President of Public Relations (VP PR)

Responsibilities and Tips

We wouldn't be able to run our programs without an online presence and promotional events. It's your job to work closely with your Counselor, our Coordinator and our other clubs' VP PR's to assist in promoting your club, organizing joint events and ensuring our website is up to date. You will also respond to inquiries from the 'Contact Us' form on our website. Club promotion and joint events keep our unique social atmosphere alive, as they allow for interaction between our three clubs. A well-functioning website is critical to attracting new members.

Promoting your club

- *Working with your Executive team and the Coordinator* to create posters advertising your club
- *On occasion, working with our other clubs' Presidents, VP PR's and the Coordinator* to create posters advertising all three clubs

**** You must get the Coordinator's approval before finalizing any posters ****

Organizing joint events

- *With the approval of the Coordinator and joint Executive meeting participants*, organizing socials (and advertising them through graphics, Discord posts, etc.)
- *With Counselor and joint executive meeting approval*, organizing and **advertising** inter-club collaborations such as joint meetings

Ensuring our website is up to date

- Ensuring contact info, club info (meeting time and location, Executives, Counselor and 'Meet the Team' photo section), Counselor / Coordinator bios, registration links and files (under 'Meeting Resources') are updated
 - Files – Timer Record Sheet, Grammarian Record Sheet, Hawkmaster Sheet, Speech Outline & Guide, Meeting Role Guides, CC Manual, CL Manual, Competent Gavelier Communicator Award Application, Competent Leader Award Application, Speech Contest Judge's Guide and Ballot, Humorous Speech Contest Judge's Guide and Ballot, Table Topics Contest Judge's Guide and Ballot, Tall Tales Contest Judge's Guide and Ballot, Evaluation Contest Judge's Guide and Ballot

NOTE: We no longer use paper membership forms

- Registration links can be found through each community center's website. Ensure the link is for the **current term**
- **Get consent** before updating Presidents' contact info
- *With Coordinator's approval*, update 'Home' and 'About Us' tabs, and website photos as needed

Responding to 'Contact Us' inquiries

Inquiries sent from website form to vangavelvppr@gmail.com email – respond there

Email for VP PR collaboration, website login and responding to inquiries:

vangavelvppr@gmail.com

Password: simonqu

- Answer question to the best of your ability
- Refer to website if needed
- **Unsure?** Ask Coordinator; in 'Executives' or 'VP PR' Discord channels

* Always include **registration link(s)** (found on website) to one or all clubs\

* Sign off using template below

Helpful templates:

** Begin email with template, then answer question underneath **

GENERAL:

Hi [X],

As BC's largest and most affordable network of public speaking programs, Vancouver Gavel Club empowers its members to become confident and effective public speakers and leaders. It's a place for youth to push themselves, make new friends and have fun. We function as 3 clubs that comprise one organization. We're a vibrant community that holds various social and educational events throughout the year, including contests and inter-club collaborations. As an affiliate of Toastmasters International, we employ their meeting structure and occasionally hold joint meetings with local clubs.

Here are our registration links:

[Killarney]

[Kerrisdale]

[Wesbrook]

We welcome guest drop-ins as well!

Best,

[Name]

[Exec Role]

[Wesbrook/Kerrisdale/Killarney] – Vancouver Gavel Club

BRIEF (FOR RETURNING MEMBERS):

Hi [X],

Thank you for reaching out! Our [Killarney/ Kerrisdale / Wesbrook] registration link for next term will be up [in December / in March / in the summer]. We'll let you know when it's posted.

Best,

[Name]

[Exec Role]

[Wesbrook/Kerrisdale/Killarney] – Vancouver Gavel Club

**** REFER EMAIL TO COORDINATOR ****

COMMON QUESTIONS & ANSWERS

<p>My son/daughter is under 12. Can they join?</p> <p>NOTE: The absolute min. age is 10.</p>	<p>We allow registrations from younger kids on a case-by-case basis, at the program Counselor's discretion. In this case, please contact the Coordinator to arrange for your [son/daughter] to drop in as a guest.</p>
<p>Do you follow any kind of curriculum?</p>	<p>Our members get access to the official Toastmasters Competent Communication and Competent Leadership manuals, as well as other internal resources. Once a member has completed all CC and CL projects, they will receive Competent Gavelier Communicator and Competent Leader awards from Toastmasters International.</p> <p>However, we are a self-guided learning environment centered on active participation. Members complete speeches and meeting roles at their own pace.</p>

How much is membership?	We charge a \$10-12 fee per session. The total registration fee is based on when you register.
Do you do partially subsidized memberships due to financial hardship?	Yes, we do, but only for returning members. Please contact the Coordinator.

Tips

- Our website and promotional posters are seen by the public. Even for routine updates, check with your Counselor or the Coordinator if in doubt
- Our poster templates are saved on Canva. To access them, reach out to the Coordinator

Your role as part of the Executive team

Our Executives not only help run their clubs but help run Vancouver Gavel Club as a whole. It's your responsibility and privilege to attend our joint Executive meetings to discuss issues and weigh in on a range of decisions including event planning and how we should spend our budget.