



## District Leader Positions for the 2018 – 2019 Toastmasters Year

District 8 Toastmasters,

This is a time to take your Leadership journey to next level of development. If you like to lead with humility and positivity, have a desire to serve fellow Toastmasters and grow yourself while serving, than you must think about running for District Leadership position and serve the District. As you are considering to run for position, ensure that this is the right time in your life and you do have time to fulfill your volunteer leadership responsibilities as described below. As serving each member of District requires time, a whole hearted commitment, competence, dedication and patience. As a result you will be rewarded with a great learning and serving experience.

Toastmasters International's decision a year ago was to modernize the district leader titles was based on the findings of a Board of Directors committee studying the competencies required for district leaders to successfully fulfill their roles to better reflect their responsibilities and real-world practice. Toastmasters International is now in alignment with the organization's strategic plan objective to modernize the programs with a renewed focus on leadership.

The District Leader Nominating Form is already posted on the District Website. Directions state to mail, fax or email to your District Director. I request that you submit it to Lora Mather, Leadership Committee Chair\_ [loradmather@gmail.com](mailto:loradmather@gmail.com) **Submit the form by March 1, 2018.**

Given below are the leadership positions and descriptions including competencies and responsibilities as found in the District Leadership Manual. The positions of District Director, Program Quality Director, Club Growth Director, and Division Director will be voted upon at our 2018 Spring Conference.

### **DISTRICT DIRECTOR**

As the district's chief executive officer, direct the district in a way which fosters strong clubs; produces maximum growth in education completions, clubs and membership; and be consistent with the interests of members of Toastmasters International. Motivate the district to achieve Distinguished recognition. Achieve the mission of the district in a manner that motivates volunteer leaders and promotes a standard of excellence in all district activities.

**Qualifications:** At the time of taking office, the district director shall have served at least six consecutive months as a club president and at least 12 consecutive months as a program quality director, club growth director or division director or a combination thereof.

### **PROGRAM QUALITY DIRECTOR**

Under the guidance of the district director, strive to have every club and each member reap the benefits of Toastmasters and to have every club become Distinguished. Provides direction and counsel to division directors, area directors, and club officers on the educational opportunities in Toastmasters. Design and conduct successful district training programs, conferences, and other district educational events.

**Qualifications:** At the time of taking office, the program quality director shall have served at least six consecutive months as a club president and at least 12 consecutive months as a program quality director, club growth director or division director or an area director or a combination thereof.

### **CLUB GROWTH DIRECTOR**

Under guidance of the district director, make the benefits of Toastmasters membership available to greater numbers of people. Plan, develop, implement, and direct district marketing objectives. Develop and direct programs for new club development, club rescue efforts, club membership promotion, and membership retention. Achieve Distinguished District goals for membership and club growth. Promote standards of service to the member and to the club.

**Qualifications:** At the time of taking office, the club growth director shall have served at least six consecutive months as a club president and at least 12 consecutive months as a program quality director, a club growth director or division director, area director or a combination thereof.

## **DIVISION DIRECTOR**

Achieve the mission of the district within the division, accomplishing district goals in membership building and retention, club extension, and educational accomplishments. Ensure that each club realizes its mission and fulfills its responsibilities to members. Achieve Distinguished Division Program goals and ensure that areas and clubs within the division achieve Distinguished recognition. Serve the division clubs by providing district support and resources through the area directors.

**Qualifications:** At the time of taking office, the division director shall have served at least six consecutive months as a member of a district council.

## **AREA DIRECTOR**

Provide district contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to members. Help clubs by keeping in regular contact with club presidents in the area and by visiting each club at least twice during the year. Achieve Distinguished Area Program goals and ensure that each area club is Distinguished.

**Qualifications:** At the time of taking office, insofar as practicable, the area directors shall have served as members of a district council.

## **ADMINISTRATION MANAGER**

Help the district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other meetings. Serve as upholder of the District Administrative Bylaws and policies.

**Qualifications:** At the time of taking office, the administration manager should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions, has access to a personal computer and is able to reproduce materials.

## **FINANCE MANAGER**

Establish and maintain effective fiscal management of the district. Promote the growth of Toastmasters by providing sound fiscal guidance to the district. Produce monthly reports reflecting the district's financial status, and ensure that expenditures remain within the budget approved by the district council. Ensure that the district maintains the financial controls established by Toastmasters International.

**Qualifications:** At the time of taking office, the finance manager should have accounting experience and understand basic bookkeeping practices.

## **PUBLIC RELATIONS MANAGER**

Work under the direction of the district director. Help maintain communication between the district and its members and work to increase public awareness of Toastmasters International through the media. Prepare a public relations program designed to achieve goals for membership growth, club growth, and educational achievements in clubs and achievement in the Distinguished Club Program. Promote district conferences and leadership training opportunities within the district.

**Qualifications:** At the time of taking office, the public relations manager should possess experience in and core understanding of public relations.