

Job Description & Responsibilities of District Roles

District Director

Job Description: The District Director is elected by the District Council and acts as the district's chief executive officer. He directs 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. Task with achieving the mission of the district in a manner that motivates volunteer leaders and promotes a standard of excellence in all district activities.

Responsibilities: Administering and overseeing the District's day-to-day operations, finances, and human resources. The only officer who is authorized to sign off on contracts. He appoints the District Administration Manager, District Finance Manager, Area Directors, and all Committee Chairs, subject to approval by the District Council. At District Executive Committee meetings and District Council meetings, the District Director serves as chair. This means the District Director manages the proceedings and keeps the agenda moving forward.

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 of any thereof. Once you serve as Program Quality Director for a full year, you may not be re-elected to the same office for a succeeding term.

Program Quality Director

Job Description: The Program Quality Director is elected by the District Council and is the 2nd Ranking District Officer in the District. Under the guidance of the district director, oversees and promotes Education and Training for all club officers, Area, and Division leaders.

Responsibilities: The Program Quality Director strives 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. All aspects of education and training within the District. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning, organizing, and executing the District conference. You are also responsible for promoting and supporting club quality and member retention. Along with your District Director and Club Growth Director you are expected to participate in District Leader Training, Mid-year Training, and online training via Pre-District Leader Training on the Toastmasters International website.

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. Once you serve as Program Quality Director for a full year, you may not be re-elected to the same office for a succeeding term.

Club Growth Director

Job Description: Club Growth Director is elected by the District Council and is the 3rd Ranking Officer in the District. Under guidance of the district director, Promotes and oversees the District Marketing, Club Growth & Retention, and the benefits of Toastmasters membership available to greater number of people. Club Growth Director is the 3rd Ranking District Officer.

Responsibilities: 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. All aspects of marketing, club building, and club-retention efforts within the District. This includes defining an overall marketing strategy for the District, developing outreach and retention efforts with existing community and corporate clubs, and penetrating new markets. Additionally, the Club Growth Director supports challenged clubs and helps them to become Distinguished.

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, division director or area director or a combination thereof. Once you serve as Program Quality Director for a full year, you may not be re-elected to the same office for a succeeding term.

Public Relations Manager

Job Description: Is Appointed by the District Director and works under the direction of the district director. Help maintain communication (Internal & external) between the district and its members and work to increase public awareness of Toastmasters International through the different forms of media. Handles all public relations for District and community relationships. Is the Brand Stewart of the Toastmasters Brand. The Public Relations Manager is the guardian of the organization's image: When communicating with members, prospective members and public, and local media, the Public Relations Manager considers Toastmasters branding guidelines and applies them to promotional materials as appropriate. The PRM is appointed by the District Director and subject to the approval of the District Executive Committee and the District Council. You are eligible for re-appointment for one succeeding term only.

Responsibilities: As the Public Relations Manager, you are responsible for coordinating publicity efforts in the District. Develop a comprehensive communication plan at the beginning of the program year for Internal & external communications. Establishing and maintaining lines of communication between the District and its members, as well as between the District and the public, you work to increase awareness of Toastmasters through all available 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: Be Well versed in all forms of media and possess good people skills. You are eligible for re-appointment for one succeeding term only.

Finance Manager

Job Description: Appointed by the District Director and is subject to the approval of the District Executive Committee and the District Council. Under the guidance of the District Director Manages the District Budget and District Finances. The Finance Manager should have knowledge of accounting and be acquainted with the handling of financial matters.

Responsibilities: Establish and maintain effective fiscal management of the district revenue & expenditures. You are tasked with the fiscal oversight and management of the District Financial policies and procedures. The Finance Manager works closely with the District Director, Program Quality Director, and Club Growth Director to ensure that the District is making cost effective decisions—within policy—that result in effective fiscal management. Monthly Profit & Loss Reports to Toastmasters International and the District. Assist in the development of the District Budget.

Qualifications: At the time of taking office, the finance manager should have accounting experience and understand basic bookkeeping practices. You are eligible for re-appointment for one succeeding term only. The office of Administration Manager and Finance Manager may be combined.

Administration Manager

Job Description: Appointed by the District director, subject to the approval of the District Executive Committee and the District Council. Task with managing all District Administrative correspondence and Record Keeping.

Responsibilities: Help the district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other district meetings. Recording and posting or distributing meeting minutes, and otherwise maintaining accurate, timely records of District business.

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. Administration Manager is eligible for re-appointment for one succeeding term only.

Division Director

Job Description: The District Director is elected by the District Council. As Division Director it is your job is to lead and support your Division through the supervision and support of the Area Directors in your Division. Ensuring that each club achieves its mission and fulfills its responsibilities to its members. You report regularly to the District Director, Program Quality Director, and Club Growth Director on Division progress.

Responsibility: Coordinate Division activities, set Division goals, and assist in the training of Area leaders and club officers. Achieving the mission of the district within the division, accomplishing district goals in membership building and retention, club extension, and educational accomplishments. Monthly Reports to the District Director, Program Quality Director, and Club Growth Director on Division progress. Lastly, provide motivation, guidance, and supervision to Area Directors to help

them fulfill their roles and responsibilities. Lastly, you are responsible for coordinating annual Division speech contest.

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. The Division Director may be re-elected to one succeeding term.

Area Director

Job Description: You are appointed by the District Director. As Area Director, you serve as the direct liaison between the District Leadership and the clubs within your Area. Provide district contact, support, and assistance to all the clubs in your assigned Area, so that they may achieve the club mission and fulfill their responsibilities to the club members.

Responsibility: As Area Director, you are responsible for leading your Area by serving the needs of clubs and assist in the training of all club officers. Help clubs by keeping in regular contact with club presidents in the area and by visiting each club a minimum of twice during the year. (preferably four or more visits). Conducting two official club visits and submitting an Area Visit Report to the District and Toastmasters International of all the clubs within their respective Areas, to understand and support club needs. In turn, these visits help District leaders understand how to support and meet the needs of each club. It is important that Area Directors have the support they need to serve clubs. The success of the District depends on it. Achieving Distinguished Area Program goals and ensure that each area club is Distinguished. Lastly, you are responsible for coordinating annual Area speech contest.

Qualifications: At the time of taking office, insofar as practicable, the area directors shall have served as members of a district council. Area Directors are eligible for re-appointment for one succeeding term only.

Alignment Committee Chair

Job Description: District Alignment Chair is appointed by the District Director and oversees the District Alignment Committee.

Responsibility of the District Alignment Committee: is to ensure that each Division and Area has a balance of clubs in their Division & Area. Each Toastmasters Year, the District Alignment Committee proposes changes, what clubs should be in what Divisions and Areas and has the task of aligning the clubs, Areas, and Divisions within the District. The District Alignment Committee is a group of District members appointed by the District Director and led by the alignment chair. The alignment chair ensures the committee prepares an alignment proposal and submits it to the District Executive Committee prior to the District Council meeting. The committee should construct a plan that serves the clubs in the most effective way possible while meeting Toastmasters International policy requirements. It is important for the District to consider club growth as well as club loss when creating its proposal.

May be appointed for a successive term by the District Director.

Immediate Past District Director

Job Description: The Immediate Past District Director provides counsel and guidance to District leaders and plans, directs, and organizes projects and committees as requested by the District Director.

Responsibility: One of the major responsibilities of this role is to ensure the incoming District Director receives all pertinent District documents prior to June 30. Other responsibilities include serving as a member of the District Executive Committee and District Council, upholding the Bylaws and Policies of Toastmasters International, encouraging dedicated members to accept leadership positions, and helping the District achieve Distinguished recognition. Serves as the District Leadership Committee Chair.

Logistics Manager - The logistics manager is appointed by the District Director and selects meeting locations and organizes the room, ensuring the atmosphere is conducive to successful events, such as business meetings, speech contests, and training. The logistics manager sets up necessary equipment, assists District leaders with meeting arrangements, distributes program materials, keeps track of District property, and addresses disruptions during events. Proven abilities in organization and diplomacy are a must for this role. May be appointed for a successive term by the District Director.

Parliamentarian – The parliamentarian is appointed by the District Director and assists the District Director with planning and conducting District meetings. Working with Toastmasters International, the responsibilities of the parliamentarian include interpreting Toastmasters Bylaws and Policies, reviewing District operating procedures as requested by the District Director, and ensuring all meetings follow proper protocol. The parliamentarian is an invaluable resource for the District Director, offering help, guidance, and support during meetings, and answering any questions the District Director has related to rules and procedures. Members who assume this role must have a thorough understanding of Robert's Rules of Order Newly Revised. Parliamentary Resource Parliamentary procedure www.toastmasters.org/Par. May be appointed for a successive term by the District Director.

Webmaster - The webmaster is appointed by the District Director and assists the District Director, Program Quality Director and Club Growth Director with updates to the District website. Although the District Director is the publisher of the District website and ultimately responsible for its content, the webmaster plays an important role in maintaining the website. This involves posting District announcements, removing outdated content, and troubleshooting functionality issues. Members who typically excel in this role are Internet savvy and creative. May be appointed for a successive term by the District Director.

The District Marketing Team

Club New Source Research Committee Chair – Is appointed by the District Director and works closely with the Club Growth Director to develop the District’s marketing plan, which is a series of steps to help the District grow healthy new clubs. In addition to assisting with the marketing plan, the Club New Source Research Chair **generates new club leads at the District level through the district boundaries**. May be appointed for a successive term by the District Director.

Club Extension & Sponsor Committee Chair – Is appointed by the District Director and oversees the chartering process of new clubs; qualifying, managing, and tracking prospective club leads; recruits, trains, and tracks sponsors for all clubs that charter or during the chartering process. The Club Extension Chair oversees the objectives for the Club Extension and Club Sponsor Committees. These two committees are essential in assisting the Club Growth Director through maintaining quality leads and providing guidance over the club sponsor program to ensure that prospective clubs are chartered successfully. In addition to providing sponsors for prospective clubs, the club sponsor committee arranges club sponsor credit opportunities for members who seek it. May be appointed for a successive term by the District Director.

Club Quality & Club Mentor Committee Chair – is appointed by the District Director and oversees Club Quality of new and existing District clubs and recruits, trains, and tracks mentors for all existing clubs and new clubs that charter or are during the chartering process. Members joined Toastmasters to become more effective communicators and leaders. They stay in Toastmasters because the club provides a valuable service and meets their individual needs. The Club Quality Chair focuses on establishing a Club Mentor Committee to provide this service through the club mentor program. Club mentors are the advisors and tutors for new clubs and have a great effect on the degree to which a new club succeeds. In addition to providing mentors to the club, the committee arranges club mentor credit opportunities for members who seek it. May be appointed for a successive term by the District Director.

Club Retention & Club Coach Committee Chair – Is appointed by the District Director and is responsible for club & membership retention in the District. Tracking Clubs and assisting clubs with low membership. The Club Retention Chair heads the Club Coach Committee which assists with the club coach program. The committee helps club coaches develop action plans to aid their assigned clubs; recruits and trains coaches for all clubs that qualify for the program; continuous follow up with club coaches; monitor the effectiveness of each club coach’s action plans and suggest adjustments; provide the Club Growth Director and club retention chair regular status reports; organize the recognition of club coaches and ensure they receive club coaching credit from Toastmasters International. In addition to providing coaches for qualified clubs, the Club Coach Committee arranges club coach credit opportunities for members who seek it. The Club Retention Chair also assists with promoting membership building programs designed by Toastmasters International (Smedley Award, Talk Up Toastmasters and Beat the Clock), and additional programs designed by the District. May be appointed for a successive term by the District Director

Bookstore Manager - Appointed by the District Director. Manages the District Bookstore inventory & sale of Toastmasters brand items and bookkeeping of District Bookstore financial records. Ensures that district bookstore is present at all district events, making toastmasters items available to District members. Bookstore Manager may be appointed for a successive term by the District Director.

Audit Committee Chair

Job Description: The District Audit Committee Chair is appointed by the District and oversees the Audit committee. Conducts a bi-annual audit of the District Financial Accounts, Documents and Records. Then presents the Audit Report to the District Director & Finance Manager, the District Executive Committee and finally to the District Council for approval.

Responsibility: District audit materials are to be delivered to the District Audit Committee and Toastmasters International on the same date. The update will now provide a two-week period between the dates that the District Audit Committee and Toastmasters International must receive the documents, affording the Audit Committee additional time to review said documents. This recommendation additionally provides a clear listing of items to be delivered to the District Audit Committee, as well as a thorough accounting of the parties responsible for presenting the audit report to the District and the final audit package to Toastmasters International.

Qualification: Have an accounting background, a working knowledge of audits or be familiar with audits. The Audit Committee Chair may be appointed for a successive term by the District Director.

Communic-8 Manager

Job Description: The Communic-8 Manager is appointed by the District Director and is responsible for producing the District Newsletter once a quarter throughout the Toastmasters year. The District 8 newsletter is called Communic~8. The district newsletter serves as a principal source of information to the members and in every issue the Communic-8 Manager should include featured piece from the District Trio & other District Leaders; noteworthy events, awards, recognition of members; notices and reports of meetings, and elections. Any new changes in programs and/or policies of Toastmasters International and the District. This individual ensures the newsletter is sent electronically to all District members and is posted on the district website for future reference.

Responsibility: Maintain a strong working relationship with District Leaders and Committee Chairs. Seek out district news and current events to recognize member accomplishments. Obtain permission to share this information. Set deadlines for article submissions, publication, and distribution. Produce a professional looking newsletter, free of spelling and grammatical errors, that may be used as a marketing tool. Develop a committee to support this role, as needed. Develop and train a successor.

Qualifications: The Newsletter Editor must be creative and have a strong knowledge in newsletter publication. This individual must also have a nose for news and be good at grammar and spelling. To be successful in this position, this individual must also be organized and demonstrate project and time management skills. The Communic-8 Newsletter Manager can be appointed for a successive term by District Director.

Social Media Coordinator

Job Description: Social Media Coordinator is appointed by the District Director and reports directly to the Public Relations Manager and helps District clubs use social media to maximize their marketing potential. If applicable, ensure all clubs have web-based tools to market their clubs and publicize club activities and accomplishments.

Responsibility: Manage and maintain district social media presence using Facebook, Twitter, Meet-up, Eventbrite, LinkedIn, and staying informed of new social media channels. Work with the Club Website Coordinator and the Club VPPRs to help them through the development of their social media presence and update existing club websites. Develop and implement training sessions to support VPPR social media efforts. Develop district wide Eventbrite events, which are then distributed through the PRM or event coordinators. Introduce district leaders to new forms of social media and develop a business case for adoption, when appropriate. Develop and train a successor.

Qualifications: The District Social Media Coordinator should be internet savvy and creative. This individual should also have a strong knowledge of creating, updating, and maintaining a social media presence through Facebook, Twitter, Meetup, Eventbrite, and LinkedIn. This individual should also have a thorough understanding of new social media channels and be able to present new social media ideas to district leadership for consideration. The Social Media Coordinator may be appointed for a successive term by the District Director.

Conference Site Committee Chair

Job Description: District conference sites Committee Chair is appointed by the District Director and are task with finding future locations and venues for the Annual District Spring Conference.

Responsibility: The conference site chair is responsible for negotiating the contractual agreement for future Spring Conferences sites, venues, and food services, with District Directors approval. Chair will work with District Conference committee in the planning and scheduling the site for that Toastmaster's year and arrange for pre-conference walk through of conference site for District Trio and conference committee chair prior to the conference.

Qualifications: Conference Site Chair must have experience & knowledgeable of the planning, scheduling, and budgeting of large events. The Conference Site Chair may be appointed for a successive term by the District Director.

District Advisory Committee Chair

Job Description: The District Advisory Committee Chair is appointed by the District Director and is task with overseeing the District Advisory Committee.

Responsibility: Advisory Chair will work in conjunction with the district trio, offering guidance and

advice from the District Advisory Committee. The committee will provide experience, direction, hard data, and/or support to the trio to position the district for success early in the Toastmaster's year. The committee will only provide counsel. The district trio will be responsible for the final product. Serving on this committee each year is voluntary and not a District 8 Procedures Manual requirement of past district directors. The incoming district director will contact each PDD on or before May 31st of each year to ask if they are willing to serve. The committee timeline will be from June 1 – August 31 of each year.

The immediate past district director will be offered to serve as the District Advisory Committee Chair as first choice.

Each Toastmaster's year, the district director may request a past district director to serve as a mentor to current district leaders. If accepted, the PDD shall work under the direction of the district director.

The PDD may:

- a) Provide advice and counsel to the current district officers
- b) Review and offer recommendations in all district procedure matters
- c) Serve on the review committee for any division realignment
- d) Serve on the review committee for the district's procedures manual
- e) Assist in the documenting of credentials at the district's annual council meeting
- f) Undertake any such studies or activities as may be requested by the district director.

Qualification: Have served a full term as the District Director (or Governor). The Advisory Committee Chair may be appointed for a successive term by the District Director.

Speakers Bureau Chair

Job Description: The Speaker's Bureau Chair is appointed by the District Director and oversees the District Speakers Bureau of speakers that represent the district through speaking venues with toastmaster & public organizations.

Responsibility: Chair will Inform members about the purpose and operation of the District Speakers Bureau through a variety of communication mediums, including DEC meetings, district conferences, TLIs, newsletters and the district website. Recruit and ensure that all members for the Speakers Bureau are properly vetted and documented on the list of available speakers. Promote the Speakers Bureau to the community to obtain speaking opportunities for members, matching speaking requests to District Speakers Bureau members. Reports on use of the Speakers Bureau at DEC meetings, as appropriate. Develop and train a successor.

Qualifications: The Speakers Bureau Committee Chair is a seasoned speaker, preferably with professional speaking experience and prior experience, knowledge and/or involvement as a member of a Speaker's Bureau. The Speaker's Bureau Committee Chair may be appointed for a successive term by the District Director.

Historian Committee Chair

Job Description: The Historian Committee Chair is appointed by the District Director and serves as the keeper of all the district's historical documents, mementos, awards, photos, and keepsakes. The Historian reports directly to the District Director. The Historian serves as a resource for district clubs and members by archiving historical material relevant to the District.

Responsibility: The historian will create and maintain the district historian database, keeping both hard copy and electronic files. Annually update the digital files for District Leadership Roles (district leadership team); Conference Chair/Co-Chair, Theme, location, and date; TLI Chairs, Trainers, and dates; District Contest Winners and year; Hall of Fame recipients and year; a hard copy and/or digital copy of conference booklets and Hall of Fame booklets. Promote availability of this information in the DEC and District Council meetings and in other district communications, including the newsletter and the website. Develop and train a successor

Qualifications: The Historian must be well organized and have experience in research and excellent

writing skills, as well as record keeping. Historian may be appointed for a successive term by the District Director.

Youth Leadership Program Committee Chair

Job Description: The Youth Leadership Committee Chair is appointed by the District Director and is tasked with overseeing the Youth Leadership Program and YLP activities of District Clubs. In addition, to increase visibility of the Youth Leadership Program within the district and promote to local community youths. **Note:** Each Youth Leadership Program group is **limited to 25 people**. Participants are selected by the sponsoring Toastmasters club or by a cooperating organization (such as a school). A local Toastmasters club serves as sponsor and provides a coordinator to present the program.

Participants in the program are young people under the age of 18.

Responsibility: The YLP Chair attends the YLP meetings, where he or she will lead most of the presentations and counsel participants. The coordinator assigns an assistant who can fill in for the coordinator should he or she be unable to attend a meeting. **Meetings generally follow a format similar to that of a Toastmasters club meeting**, including an announced agenda, practice in parliamentary procedure, the selection of presiding officers and conducting a TM Meeting. The YLP Chair will offer Youth Leadership Program education and training sessions at district sponsored events, such as virtual training sessions, TLI's, district conferences, Division and Area Council Meetings and individual club visits. Support members or groups who want to conduct or sponsor a Youth Leadership Program. Explain how to access TI resources and materials necessary to conduct a YLP. Educate members how to use Youth Leadership Program to grow district membership. Work with the PRM to acknowledge and celebrate successful Youth Leadership events. Create a digital repository of records, documents, materials, accolades, and best practices with the district for future use. Report progress of the program to the DEC at regular intervals. Develop and train a successor.

Qualifications: The Youth Leadership Program Committee Chair must be knowledgeable about the Youth Leadership Program. It is highly recommended, but not required, that this individual has experience as a facilitator for this program. This individual must possess good people skills, be able to work well with others and have the ability to provide quality training. The Youth Leadership Committee Chair can be appointed for a successive term by the District Director.

Speechcraft Committee Chair

Job Description: Speechcraft Committee Chair is appointed by the District Director and oversees the District Speechcraft Program. The *Speechcraft* program allows experienced Toastmasters to present the fundamentals of public speaking to non-members. It can be offered as an integral part of your club meeting or as a seminar-style program presented outside the club. It can be conducted in **four, six, or eight sessions**. **Note:** Conducting *Speechcraft* **inside the club setting** makes it easier for participants to become members. Conducting *Speechcraft* **outside the club setting** can lead to the formation of a new Toastmasters club.

Responsibility: Increase visibility of the Speechcraft Program within the district. Offer Speechcraft Program education and training sessions at district sponsored events, such as virtual training sessions, TLI's, district conferences, Division and Area Council Meetings and individual club visits. Support members or clubs who want to conduct a Speechcraft. Educate District members about the different Speechcraft formats. Explain how to access TI resources and materials necessary to conduct a Speechcraft event. Educate District Leadership, clubs & members how to use Speechcraft to grow club membership. Certify **Speechcraft Masters** to lead Speechcraft events and build a list of trained Speechcraft Masters. Work with the PRM to acknowledge and celebrate successful Speechcraft events. Create a digital repository of records, documents, materials, accolades, and **best practices** with the district for future use. Report progress of the program to the DEC. Develop and train a successor.

Qualifications: The Speechcraft Committee Chair must be knowledgeable about the Speechcraft Program. It is highly recommended, but not required, that this individual has experience as a facilitator for a Speechcraft workshop. Chair must be able to work well with others and have the ability to provide quality training. Speechcraft Chair can be appointed for a successive term by the District Director.

Virtual Committee Chair

Job Description: The Virtual Committee Chair is appointed by the District Director and oversees the District Virtual Program, Platforms and Best Practices.

Responsibility: Responsible for Increasing understanding & visibility of Virtual Platforms (Zoom) used for conducting virtual club & District meetings, and events within the district. Offer education and training sessions at district sponsored events, such as virtual (Zoom) training sessions, TLI's, district conferences, Division and Area Council Meetings and individual club visits. Support district leaders,

clubs and members who need assistance with conducting virtual (Zoom) meetings, events and Speech Contests. Educate members about the different virtual (Zoom) platforms and formats. Explain how to access District & TI resources and materials necessary to conduct a virtual (Zoom) meeting, event or Speech Contest. Train & Certify Zoom Masters and build a list of trained Zoom Masters. Create a digital repository of best practices with the district for future use. Report progress of the program to the DEC at regular intervals. Develop and train a successor.

Qualifications: The Virtual Committee Chair must be experience in the use of computers, computer programs and knowledgeable about the methods and practices for using virtual platforms & formats. This individual must be able to work well with others and have the ability to provide quality training. The Virtual Committee Chair can be appointed for a successive term by District Director.

Prison Club Liaison & Roberts Drummond Trust Fund Manager

Job Description: The Prison Liaison & Trust Fund Manager is appointed by the District Director and works with the District and Toastmasters International to ensure the success of prison club operations and management of the Roberts Drummond Trust Fund.

Responsibility: The Prison Club Liaison will communicate and coordinate regularly with the Correctional Facilities, the District, the prison clubs, and the District Finance Manager. Responsible for supporting the prison club's activities/events and facilitating their toastmaster club meetings. To collect and pay semi-annual membership dues, turn in paperwork for new members, submit educational achievements, and provide logistical support for district officers to make timely visits and conduct training. The Prison Club Liaison will work with the Public Relations Manager to raise public awareness about club member achievements and rehabilitation successes.

Roberts Drummond Trust Fund's purpose is to support inmates in allowing them to participate in Toastmasters by: • Partial dues coverage • The official printing of Pathways materials from the new Pathway's Education program.

a) The liaison at the prison will handle the mailing to Toastmasters directly. Documents and partial payment requesting balance to be paid are to be sent to Toastmasters International using the physical address. The envelope will have written at the bottom left corner 'District Finance: Attention District Trust Fund'. A specific dollar amount must be referenced in the documents. For new members, a completed new membership application needs to be submitted. For renewals, member number, name and club number need to be submitted. The prison club liaison will email/mail the district director all documents being sent to Toastmasters. If the liaison does not complete this step, Toastmasters will email the district director requesting approval. The district director will email Toastmasters approval of money to be used from the fund for the balance of the dues.

b) The Toastmaster's International (TI) finance department will join the money submitted by the prison for each member with the money from the trust fund. Once that is complete, the TI finance department will forward to the membership department to process payment.

c) When a member selects an educational path, the prison club liaison will email the TI financial caretaker of the trust fund at financequestions@toastmasters.org with a copy to the District 8 Procedures Manual and copy the district director in the email. The email subject line: District 8 Trust. The district director will 'reply all' that the transaction is approved to use the district trust fund to cover the cost. Once funds are released, the TI financial trust caretaker will transfer to the education department for processing request.

d) Balance of the trust fund managed by Toastmasters is confidential as it is used for member's purposes. Disclosure of the balance of the fund can be shared with the district senior officers, District Finance Manager, and Prison Clubs Liaison.

The Prison Club Liaison will be in regular contact with the District Director & District Finance Manager to report Prison Club Fundraising efforts to ensure money is raised to support the prison clubs. Work with the District Director & District Finance Manager to ensure monetary transactions are recorded in compliance with annual audit guidelines. The Prison Club Liaison will work to ensure all district prison club growth and financial efforts meet all legal requirements and are in alignment with Toastmasters International Bylaws and policies. Oversee and regularly communicate with the Prison Club Officers to understand club's current administrative needs and club member successes. Work with the District Director, District Finance Manager, and Toastmasters International to manage current membership renewal operations and renewing members payment of the membership dues.

Work with the District Director and prison officials to verify membership renewal status and collection of the club members' renewal fees. Work with TI to ensure money is transferred from the prison trust fund to cover the membership fee for each renewing member. Work with the Prison Club Officers to manage current membership operations for new members. Work with prison officials to make special arrangements for district officers and other volunteers to visit the correctional facility for: Club officer training, Area Director club visits and any other reasons for district officers to attend the prison club meeting. Work with the Prison Club Officers & District to submit club educational achievements on behalf of club members. This can be done by mailing the information into Toastmasters International or submitting it on the Toastmasters International website. Work with the District Public Relations Manager to publicize the successes of the Prison Club Toastmasters Educational awards & program. Work with the Prison Club Fundraising Coordinator and the District to develop a fundraising strategy and stay in regular contact to ensure fundraising plans are implemented. Collect donations and request fund transfers from TI. Work with Prison Club Committee to develop processes and keep accurate records of all monetary transactions in compliance with the annual audit guidelines. Develop and train a successor.

Qualifications: The Prison Club Liaison & Roberts Drummond Trust Fund Committee Chair must have excellent planning and organizational skills and must be detail oriented. This individual must also be proactive in collecting dues, so that money can be turned into Toastmasters International on time. This individual must be able to create a rapport with the prison staff, and a knowledge of prison operations is recommended, but not required. This individual must be willing to work with the prison and District 8 public relations teams and have a background with fundraising and/or sales experience and be able to responsibly manage money collected through donations. Having served as prison club sponsor and/or club mentor is helpful, but not required. Can be appointment for successive term by District Director.

District Photographer

Job Description: Appointed by the District Director and is the official District Photographer.

Responsibility: Task with taking pictures and videos at District Meeting, Events and Toastmaster's Functions. To take photos of District Leaders, members and dignitaries at district sponsored events, such as TLI's, district conferences, District Executive Committee Meetings, Division and Area Council Meetings, and individual club visits. Work with the PRM, Social Media Manager and Communic-8 Newsletter Manager to increase visibility of district events, programs, recognition of district members & leaders, also to celebrate successful Club, Division, Area & District Events. Be familiar with TI all photo & video Permission & Release Forms and ensure that all photo sessions meet with TI Policies and Protocol. Create a digital repository of photos and videos taken and best practices with the district for future use.

Qualifications: The District Photographer must be knowledgeable about technics and equipment need for quality photos and videos. It is highly recommended, but not required, that this individual has experience as a photographer. This individual must be able to work well with others and have the ability to provide quality photos and videos. The District Photographer can be for appointed for a successive term by District Director.

Procedure Committee Chair

Job Description: Procedures Committee Chair is appointed by the District Director and is responsible for overseeing District Procedures Committee.

Responsibility: Annually reviewing, editing, recommending changes and updates of the District Procedures Manual and presenting the Procedures Report (Amendment) to the District Executive Committee for pre-approval and to the District Council for approval of the amendment to the District Procedures manual.

Note: District 8 procedures are established by the district 8 council and will remain in effect until amended. The district 8 council may amend procedures at any District Council meeting unless otherwise noted in the procedure's description. If notice of the amendment is given to the council by mail postmarked or email dated at least 14 days prior to the council meeting, adoption of the amendment requires a simple majority vote. If no such prior notice has been given, adoption requires a three fourths majority. "He" and variations in this document shall mean "he and she" and variations. Reference to Toastmasters International (TI) bylaws, policies and protocols in this document is to the governing documents published on the Toastmaster's International website at www.toastmasters.org/leadership-central/governing-documents and any modifications approved by the TI Board of Directors. If there is a conflict between any district procedures and Toastmaster International governing documents, the Toastmasters International governing documents shall be followed. The District 8 Director may perform editorial changes to this manual that are purely grammatical in nature including spelling, grammar, capitalization, and other typographic errors. An official control log documenting all such changes will be created and attached as an appendix If you

need further information or explanation regarding the District 8 procedures, please contact the current district 8 director.

Qualifications: Must be must be well organized and have experience in research and excellent writing skills, as well as record keeping and be familiar with Toastmasters Bylaws, protocol, and Policies, District operating procedures as requested by the District Director, ensuring all meetings follow proper protocol.

Preferably possess Analytical Skills and have been a member of other District Committees.

The Procedure Chair can be appointed for a successive term by District Director.

DISTRICT COUNCIL - The District Council—which includes District Directors, Program Quality Directors, Club Growth Directors, Club Presidents, and Vice Presidents Education—serves as the administrative governing body of the District, operating with powers delegated to the District Council by the Board of Directors of Toastmasters International. The District Council conducts all business of the District, assumes responsibility for the payment of all debts incurred in the presentation of District Council meetings and other District functions, and does not assess or impose any financial obligation on any club or member of a club. (DISTRICT LEADERSHIP HANDBOOK)

DISTRICT COUNCIL MEETINGS - The District Council holds at least two regular meetings during each year. One of the required meetings is held in-person between March 15 and June 1. The other required meeting is held as soon as practical after the Toastmasters International Annual Business Meeting, but no later than September 30 to approve the District budget and appointed officers for submission to World Headquarters. District leaders will receive credit if list is submitted by September 1. Aside from the in-person meeting held between March 15 and June 1, all other meetings are conducted virtually. The agenda is posted at least 14 days prior to the meeting and notice of voting is sent in writing to all District Council members at least four weeks in advance. Include the dates of the council meetings and conference on the District website and in communications to club officers and District leaders during the year. District Committee chairs and others whose participation the council requires may attend. Members attending the District conference who are not voting members of the council or their proxyholders may attend but do not participate in council deliberations.