



# Leadership Positions & Job Descriptions

**Toastmasters International - District 54**

2020-2021 Toastmasters Year

Authored by: The Strategic Planning and Advisory Committee

**District Mission:**  
***We build new clubs & support all clubs in achieving excellence.***

# TABLE OF CONTENTS

About District 54.....	5
Purpose .....	5
Mission .....	5
Elected Leader Positions.....	5
District 54 Organization Chart .....	6
SECTION 1 .....	7
DISTRICT TRIO .....	7
District Director.....	7
Program Quality Director .....	8
Club Growth Director .....	9
SECTION 2 .....	10
DISTRICT EXECUTIVE COMMITTEE .....	10
Administration Manager.....	10
Finance Manager .....	10
Public Relations Manager .....	11
Division Directors .....	11
Area Directors .....	12
Immediate Past District Director .....	13
SECTION 3 .....	14
Program Quality & Education Extension .....	14
Toastmasters Leadership Institute (TLI) Dean(s) .....	14
Conference Chair(s) .....	15
District Training Coordinator .....	16
District Virtual Training Coordinator.....	16
Speakers Bureau Chair .....	17
Youth Leadership Program & Speechcraft Coordinator .....	18

Pathways Support Coordinator.....	18
Pathways Support Team Member .....	19
SECTION 4 .....	21
Club/Member Growth & Retention .....	21
Club Extension Chair .....	21
Club Retention Chair .....	22
Club Quality & Membership Coordinator.....	23
Corporate Relations Chair.....	23
Corporate Relations Coordinator.....	24
SECTION 5 .....	26
Prison Club Support .....	26
Prison Club Manager.....	26
Prison Club Liaison .....	27
Prison Club Mentor(s).....	29
Prison Club Fundraising Coordinator .....	30
Prison Club Auditor .....	31
Prison New Club Chair.....	32
SECTION 6 .....	33
Division Director Teams.....	33
Assistant Division Director – Club Growth.....	33
Assistant Division Director – Program Quality.....	34
SECTION 7 .....	35
Area Director Teams .....	35
Assistant Area Director – Club Growth.....	35
Assistant Area Director – Program Quality.....	36
SECTION 8 .....	37
Public Relations / District Communications .....	37
Club Website Coordinator .....	37

District Webmaster .....	38
Newsletter Editor .....	38
Social Media Coordinator .....	39
Historian.....	40
SECTION 9 .....	41
Logistics, Administration & Governance .....	41
Audit Committee Chair .....	41
Credentials Chair.....	42
Logistics Manager .....	43
Parliamentarian.....	43
Technology Chair .....	44
SECTION 10 .....	45
Leadership Development.....	45
Leadership Development Chair .....	45
Leadership Path Coordinator .....	46
Talent Development Coordinator.....	46
SECTION 11 .....	48
District Strategy & Development .....	48
Alignment Committee Chair .....	48
Leadership Committee Chair .....	49
Analytics Chair.....	49
Strategic Planning/Advisory Committee Chair .....	50
APPENDIX .....	52
Advantages of Becoming a District Leader .....	52
Becoming a District Leader .....	53
INDEX .....	54
Job Descriptions In Alphabetical Order.....	54

# ABOUT DISTRICT 54

## PURPOSE

The purpose of the district is to enhance and improve the quality of the Toastmasters experience for District 54 members. Additionally, the district works to extend the network of Toastmasters clubs within the geographical boundaries set by Toastmasters International, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program.

### District 54:

- Focuses on the critical success factors, as specified by the district educational and membership goals
- Ensures each club effectively fulfills its responsibilities to individual members
- Provides effective training and leadership development opportunities for club and district officers

## MISSION

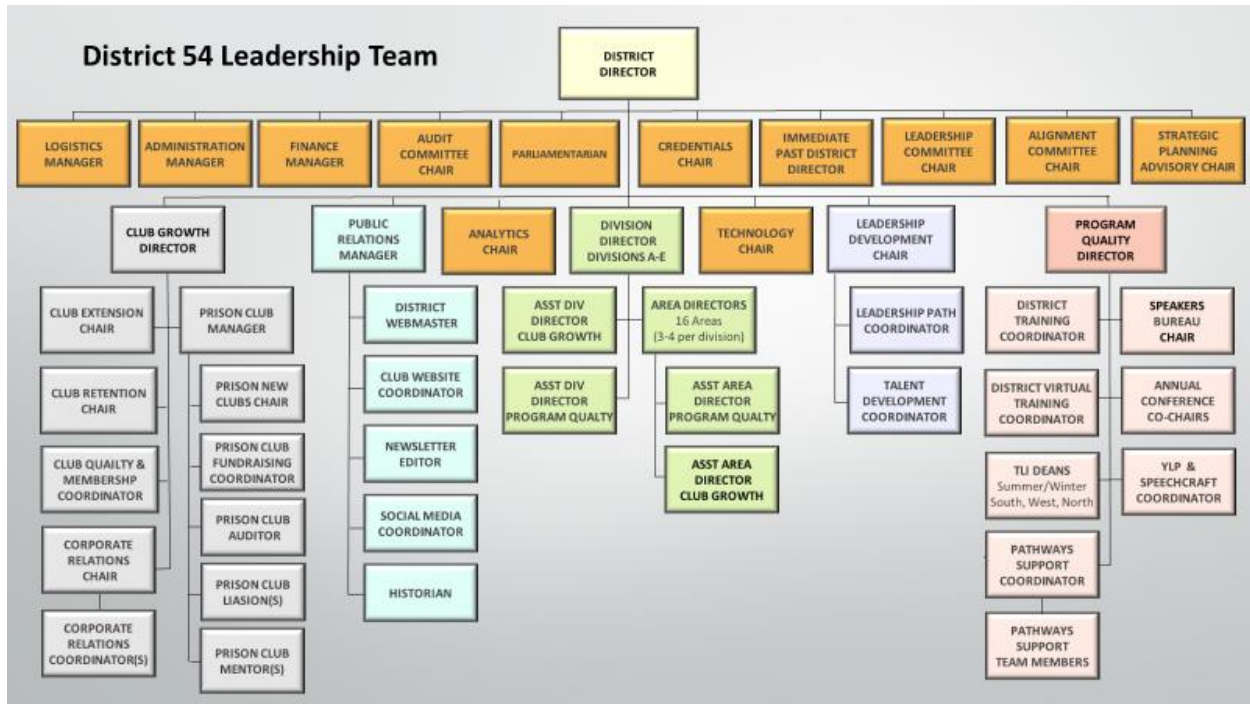
We build new clubs and support all clubs in achieving excellence.

## ELECTED LEADER POSITIONS

With supporting our members in mind, the District 54 organization is structured as illustrated in the following chart. Responsibilities and qualifications for each leadership position are further defined in this document. The job descriptions are organized by team and function. Refer to the Index (on page 53) of this document for a listing of job descriptions in alphabetical order.

Note that all District 54 leadership positions must be held by a member in good standing of a Toastmasters club in good standing.

# DISTRICT 54 ORGANIZATION CHART



# SECTION 1

## DISTRICT TRIO

**Section 1** includes job descriptions for the **District Trio**. The **District Trio** consists of the top three district leaders. They are as follows:

- [District Director](#)
- [Program Quality Director](#)
- [Club Growth Director](#)

### District Director

#### *Elected Position*

The **District Director** works with a team of district leaders to oversee and manage the district's day to day operations, finances, and human resources. The District Director must support district leaders as they develop personally and empower them to work together to achieve the District Mission. The District Director presides over District Council and District Executive Committee (DEC) meetings. Together, with the district leadership team, the District Director participates in District Leader Training, mid-year training, and training via the District Leader Tutorials on the Toastmasters International website.

As the district's chief executive officer, the District Director:

- Directs the district in a manner that fosters strong clubs.
- Produces maximum growth in clubs, membership and educational achievements while adhering to regulations and standards set by Toastmasters International.
- Motivates the district to achieve in the Distinguished Recognition Program.
- Achieves the District Mission by motivating volunteer leaders and promoting a standard of excellence in all district activities.

#### Qualifications

Prior to taking office, the District Director must have served at least six consecutive months as a Club President and at least 12 consecutive months as a Lieutenant Governor, Program Quality Director, Club Growth Director or Division Governor/Director, or a combination thereof. The District Director may not be re-elected to the same position for a succeeding term after serving a full year in office. See [District Administration Bylaws-Article VII-Officers](#).

## Program Quality Director

### *Elected Position*

The **Program Quality Director (PQD)** reports directly to the District Director and is the second-ranking leader of the district. The PQD presides over the DEC and the District Council in the absence of the District Director. The PQD assists club, area, division, and district educational committees in utilizing the Toastmasters International educational materials and programs. The PQD:

- Trains club officers, as well as Area and Division Directors
- Prepares and conducts educational programs for district conferences
- Supervises and coordinates district-wide speech contests
- Formulates specific educational recognition programs

The PQD attends DEC and District Council meetings and is responsible for all aspects of education and training within the district. This includes supporting quality club program efforts, promoting the Distinguished Club Program, and planning and executing district-led officer training sessions and the annual conference. Together with the district leadership team, the PQD participates in District Leader Training, mid-year training, and online training via the Toastmasters Learning Connection. Under the guidance of the District Director, the PQD:

- Strives to have 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.
- Designs and conducts successful district training programs, the annual conference, and other district educational events.

### **Qualifications**

Prior to taking office, the PQD must have served at least six consecutive months as a Club President and at least 12 consecutive months as a Lieutenant Governor, Club Growth Director or Division Governor/Director, or a combination thereof. The PQD may not be re-elected to the same position for a succeeding term after serving a full year in office. See District Administration Bylaws. Article VII. Officers.



## Club Growth Director

### *Elected Position*

The **Club Growth Director (CGD)** reports directly to the District Director and is the third-ranking leader of the district. The CGD presides over the DEC and the District Council in the absence of the District Director and Program Quality Director. The CGD is responsible for the development, direction and coordination of an overall marketing plan to:

- Increase membership
- Build new clubs
- Retain members
- Recruit and train district marketing teams
- Formulate specific membership building recognition programs

The CGD attends DEC and District Council meetings. The CGD is responsible for all aspects of marketing, including club and membership growth and retention. The CGD will:

- Develop and execute an overall marketing strategy for the district
- Develop outreach and retention efforts with existing community and corporate clubs
- Penetrate new markets

Additionally, the CGD supports challenged clubs and helps them to become Distinguished. Together with the district leadership team, the CGD participates in District Leader Training, mid-year training, and online tutorials. Under guidance of the District Director, the CGD:

- Makes the benefits of Toastmasters membership available to a greater number of people
- Plans, develops, implements, and directs district marketing objectives
- Develops and directs programs for new club development, club membership promotion and retention
- Achieves Distinguished District goals for membership and club growth
- Promotes standards of service to the member and to the club

### **Qualifications**

Prior to taking office, the CGD must have served at least six consecutive months as a Club President and at least 12 consecutive months as a Lieutenant Governor, Program Quality Director, Division Governor/Director, or Area Governor/Director. The Club Growth Director may not be re-elected for a succeeding term after serving a year in office. See District Administrative Bylaws, Article VII; Officers, (d) Qualifications.

# SECTION 2

## DISTRICT EXECUTIVE COMMITTEE

Section 2 includes job descriptions for the **District Executive Committee**. The **District Executive Committee** includes the following district leaders:

- [District Trio \(Reference Section 1, pages 1-3\)](#)
- [Administration Manager](#)
- [Finance Manager](#)
- [Public Relations Manager](#)
- [Division Directors](#)
- [Area Directors](#)
- [Immediate Past District Director](#)

### Administration Manager

#### *Appointed Position*

The **Administration Manager** reports directly to the District Director, the Administration Manager participates in the DEC and District Council meetings, and:

- Helps the district function effectively and achieve its mission by recording and maintaining accurate minutes of all meetings
- Serves as upholder of the District Administrative Bylaws and policies
- Develop and train a successor

#### Qualifications

The Administration Manager should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions, has access to a personal computer, and has the ability to reproduce materials. The Administration Manager is eligible for re-appointment for one succeeding term only. See District Administrative Bylaws, Article VII: Officers. (c) Other Officers.

### Finance Manager

#### *Appointed Position*

The **Finance Manager** reports directly to the District Director, the Finance Manager is an appointed position who participates in DEC and District Council meetings, and:

- Establishes and maintains effective fiscal management of the district
- Promotes the growth of Toastmasters by providing sound fiscal guidance to the district

- Produces monthly reports of the district’s financial status, and ensures expenditures remain within the budget approved by the District Council
- Ensures the district maintains the financial controls established by Toastmasters International
- Develop and train a successor

### Qualifications

The Finance Manager should have accounting experience and understand basic bookkeeping practices. The Finance Manager is eligible for re-appointment for one succeeding term only. See District Administrative Bylaws, Article VII: Officers. (c) Other Officers.

## Public Relations Manager

### *Appointed Position*

The **Public Relations Manager (PRM)** reports directly to the District Director. The PRM participates in DEC and District Council meetings, and will work with a team to:

- Prepare a communication plan to support district goals
- Increase public awareness of Toastmasters International through the media
- Help maintain communication between the district and its members
  - Develop communications to:
    - Inspire growth in membership
    - Recognize individual educational achievements and club successes in the Distinguished Club Program
    - Promote district conferences and leadership training opportunities
- Develop and train a successor

### Qualifications

At the time of taking office, the PRM serves in a staff position under the direction of the District Director, and should possess experience in and core understanding of public relations. The PRM is eligible for re-appointment for one succeeding term only. See District Administrative Bylaws, Article VII: Officers. (c) Other Officers.

## Division Directors

### *Elected Positions*

**Division Directors** report directly to the District Director. Division Directors coordinate the activities of Area Directors within the division and provide counsel, information, and service. Division Directors lead the division through supervision and support of the Area Directors. One of the primary goals of the Division Directors is to ensure each club achieves its mission and fulfills

its responsibilities to its members. To achieve this, Division Directors set division goals, assist in training area and club leaders, hold division council meetings, and coordinate division activities. Division Directors participate in DEC and District Council meetings, and:

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

## Qualifications

Division Directors must have served at least six consecutive months as a member of a District Council (e.g., club president, vice president education, area governor/director, administration manager, or finance manager). Division Directors may be re-elected to one succeeding term. See District Administrative Bylaws, Article VII: Officers.

## Area Directors

### *Appointed Positions*

**Area Directors** report directly to the Division Directors. Area Directors are responsible for the clubs within their areas, represent the views of the District Director and, if applicable, the Division Director, to the clubs in their areas. As presiding officers of the area council, Area Directors hold regular area council meetings and appoint (or provide for the election by clubs in the area of) an area staff for the conduct of area activities between area council meetings. Area Directors shall perform such other duties as the District Director and District Council may prescribe.

The Area Director serves as the direct liaison between the district and the clubs. The District Administrative Bylaws provide for the selection of area director either by appointment by the district director or by election by the area councils. District 54 appoints Area Directors, as recommended by Toastmasters International. Area Directors conduct club visits a minimum of twice a year 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. Area Directors participate in DEC and Council meetings, and:

- 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 each area club is Distinguished.
- Develop and train a successor

## Qualifications

Prior to taking office, an Area Director should have served as a member of a District Council (e.g., club president, vice president education, or district officer). The Area Director may be re-elected/appointed to one succeeding term. See District Administrative Bylaws, Article VII: Officers.

## Immediate Past District Director

### *Successive Position*

The **Immediate Past District Director (IPDD)** provides counsel and guidance to district leaders, and plans, directs, and organizes projects and committees as requested by the District Director. 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 DEC and the District Council, upholding the Bylaws and policies of Toastmasters International, encouraging dedicated members to accept leadership positions, and helping the district achieve Distinguished Recognition. In District 54, the Immediate Past District Director plans and organizes the Hall of Fame Ceremony, serves as the Leadership Committee Chair and may also serve on the Strategic Planning and Guidance Committee.

# SECTION 3

## PROGRAM QUALITY & EDUCATION EXTENSION

**Section 3** includes job descriptions for leaders reporting to the Program Quality Director. The **Program Quality & Education Extension** team is responsible for improving quality of the members' experience by offering a variety of educational opportunities for personal development. The **Program Quality & Education Extension** team is composed of the following district leaders:

- [Toastmasters Leadership Institute \(TLI\) Dean\(s\)](#)
- [Conference Chair\(s\)](#)
- [District Training Coordinator](#)
- [District Virtual Training Coordinator](#)
- [Speakers Bureau Chair](#)
- [Youth Leadership Program and Speechcraft Coordinator](#)
- [Pathways Support Coordinator](#)
- [Pathways Support Team Member](#)

### Toastmasters Leadership Institute (TLI) Dean(s)

#### *Appointed Position*

Reporting directly to the Program Quality Director, the **Toastmasters Leadership Institute (TLI) Dean** works with a team to plan and execute TLIs twice a year, per Toastmasters International guidelines. The purpose of the TLIs are to educate club officers on their roles and responsibilities for their elected club officer positions.

The Summer TLI is intended to inform new officers of their roles. Summer sessions must be completed by the end of July, to allow District Directors a chance to conduct TLI make up training sessions by August 31.

The Winter TLI is intended to be more of an open discussion about what is working and what is not working in their respective roles. Winter sessions should be completed by the end of January, to allow Division Directors a chance to conduct make up training sessions by February 28 or 29. TLI Deans will:

- Recruit a team of functional area managers and staff to handle registration, promotion, room management, catering, facilities, and evaluations
- Uphold and develop high quality training sessions with core curricula (District sponsored Club Officer Training) and electives
- Ensure all club officer training sessions uphold Toastmasters International (TI) requirements

- Create electives that focus on skills that are valuable to Toastmasters and are different from the educational sessions at district conferences
- Recruit, train, and manage qualified trainers
- Work with the District Training Coordinator to organize “Train the Trainer” sessions, at least once per year
- Request all TLI trainers attend the “Train the Trainer” session
- Review trainers’ presentations before TLI for consistency and appropriateness
- Work with Division Directors to ensure the quality of make-up officer training is consistent and in accordance with directives from Toastmasters International

### Qualifications:

The TLI Deans must be organized, effective communicators, with some project management experience. It is highly recommended that these individuals review the Toastmasters, “Training Club Leaders” handbook. It is also highly recommended for TLI Deans to have attended TLIs and/or served as a chair on a TLI committee.

## Conference Chair(s)

### *Appointed Position*

Reporting directly to the Program Quality Director, the **Conference Chair(s)** are responsible for organizing the District Conference. The annual conference is to be held in late April or very early May. At a minimum, the conferences must have a District Council Meeting and the International Speech Contest. All other activities and events are optional, and up to the discretion of the Contest Chairs. It is highly recommended to have two Conference Chairs per conference. To organize these events, Conference Chairs will:

- Locate a facility to host the conference
- Create the theme and ensure it is consistent throughout all educational content and advertising
- Develop a budget and do fundraising activities to offset costs, in an effort to keep the event affordable for members
- Solicit volunteers, and train a team of conference committee positions, to organize, develop, create, plan, and execute a superior conference experience for district members
- Coordinate keynote speakers, educational training sessions, and award ceremonies
- Work with the PRM to advertise the conference, to ensure many Toastmasters, friends and family attend the event

### Qualifications:

The Conference Chairs must be organized, effective communicators, with some project management experience. It is highly recommended that these individuals review the

Toastmasters, “Put on a Good Show: Meeting Planner Handbook.” It is highly recommended for Conference Chairs to have attended conferences and/or served as a chair on a conference committee.

## District Training Coordinator

### *Appointed Position*

The **District Training Coordinator** reports directly to the Program Quality Director, and is part of the Program Quality & Education Extension team. The primary focus of this position is to help improve the quality of training club and district officers. The District Training Coordinator will:

- Keep a record of qualified trainers and DTM resources to teach at TLIs, district officer training, and conference educational sessions
- Develop and present effective “Train the Trainer” sessions to improve quality of TLI’s and District Officer Training sessions.
- Collect data on the effectiveness of the training presented to determine:
  - Topic preferences and suggestions for future educational sessions
  - The best way to present the information at future sessions
- Work with Division Directors to establish consistency in club officer make-up training
- Develop and train a successor

### **Qualifications:**

The District Training Coordinator must have experience in developing and presenting training sessions, as well as skills in coaching, mentoring, effective listening, and providing feedback. This position is by appointment of the District Director and is for a period of one year, but can be considered for appointment for a second or third successive term by the District Director.

## District Virtual Training Coordinator

### *Appointed Position*

Reporting directly to the Program Quality Director, the **District Virtual Training Coordinator** plans and implements special virtual training events to support and/or supplement the district’s educational goals. Toastmasters International educational materials may serve as a springboard for training events, and the curriculum would include best practices for club quality and marketing. Facilitators may include professional speakers, subject matter experts, International Champions of Public Speaking, and District 54 corporate spokespeople from State Farm, John Deere, and Caterpillar, etc. The District Virtual Training Coordinator will:

- Provide virtual training for subjects listed in the Toastmasters International Better Speaker, Successful Club, and Excellence Leadership Series



- Provide a variety of panel, individual and facilitator-led training events and help support/coordinate webinars
- Keep a record of training topics and qualified facilitators
- Create a team of volunteers willing to find facilitators and/or host or help with a virtual event
- Record training sessions for publication on the District 54 web site in the “Resources: Virtual Training” folder location
- Develop and train a successor

### Qualifications

The District Virtual Training Coordinator must have experience in conducting virtual training sessions. This individual must have the ability to create a curriculum that will further the development of District 54 members, find qualified facilitators, and keep accurate records. It is also recommended that this individual has experience in crafting descriptions of planned events and marketing them to members in the district. The District Virtual Training Coordinator will serve no more than two consecutive years in this appointed position.

## Speakers Bureau Chair

### *Appointed Position*

Reporting directly to the Program Quality Director, the **Speakers Bureau Chair** is part of the Program Quality & Education Extension team. The Speakers Bureau 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, TLLs, newsletters and the district website
- Recruit members for the Speakers Bureau
- Promote the Speakers Bureau to the community to obtain speaking opportunities for members
- Match speaking requests to Speakers Bureau members
- Reports on use of the Speakers Bureau at DEC meetings, as appropriate
- Develop and train a successor

### Qualifications:

The Speakers Bureau Chair is a seasoned speaker, preferably with professional speaking experience and prior involvement as a member of a Speaker’s Bureau. This position is by appointment of the District Director and is for a period of one year. Can be considered for appointment for two subsequent successive terms by District Director.

## Youth Leadership Program & Speechcraft Coordinator

### *Appointed Position*

Reporting to the Program Quality Director, the **Youth Leadership Program (YLP) & Speechcraft Coordinator** is part of the Program Quality & Education Extension team. The purpose of this position is to:

- Increase visibility of the YLP and Speechcraft within the district
  - Offer YLP and Speechcraft 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 a Speechcraft or YLP
  - Educate members about the different Speechcraft formats
  - Explain how to access TI resources and materials necessary to conduct a YLP or Speechcraft event
  - Educate members how to use Speechcraft and YLP to grow district membership
  - Certify trainers to lead Speechcraft events
  - Build a list of trained Speechcraft leaders
  - Work with the PRM to acknowledge and celebrate successful Speechcraft and YLP 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 & Speechcraft Coordinator must be knowledgeable about the Youth Leadership Program and Speechcraft workshops. It is highly recommended, but not required, that this individual has experience as a facilitator for one or both of these programs. This individual must be able to work well with others and have the ability to provide quality training. This individual can be considered for appointment for a second successive term by District Director.

## Pathways Support Coordinator

### *Appointed Position*

Reporting directly to the Program Quality Director, the **Pathways Support Coordinator** will provide District 54 support for the Pathways educational program. Duties are as follows:

- Provide assistance to the Pathways Support Team Members
- Maintain a current copy of the Pathways Guides Master Question and Answer (Q&A) list, which is maintained for Pathways Support Team Members

- Ensure that Pathways Base Camp and Base Camp Manager training (as needed) is conducted at Toastmasters Leadership Institutes, Division Makeup trainings, and at Conferences
- Identify clubs with low Pathways participation rates and coordinate follow up with a Pathways Team Support Member to help clubs become more engaged in Pathways
- Review, maintain and submit Pathways pages for use on the District 54 website. Ensure notifications are posted to the District website in a timely manner
- Generates content for the District Newsletter and District 54 website, such as tips, shortcuts, and information on how to navigate in Pathways Base Camp, and reviews of Base Camp Manager duties (as needed), with input from Pathways Support Team Members
- Assist Pathways Support Team Members in answering questions, when necessary
- Develop and train a successor

### Qualifications

The Pathways Support Coordinator must be knowledgeable in navigating the Pathways educational system online. It is highly recommended, but not required, that this individual has had experience as a Pathways Guide for at least two clubs. This person must be able to work well with others, and coordinate activities with the Pathways Support Team Members. This individual can be considered for appointment for a second successive term by District Director.

## Pathways Support Team Member

### *Appointed Position*

The **Pathways Support Team Member** reports directly to the Pathways Support Coordinator. The Pathways Support Team Member will provide District 54 support for the Pathways educational program for both clubs and district officers. The Pathways Support Team Member will:

- Respond to questions from District 54 members about Pathways within 48 hours of submission
- Work with the appropriate Area Director to reach out to clubs with low Pathways participation and provide guidance and assistance
- Present information on the use of Base Camp, as well as Base Camp Manager responsibilities at District events, such as TLIs, Division Makeup Training, and Conferences
- Send updates to the Pathways Support Coordinator on tips, shortcuts, and information about Pathways for District 54 web page
- Develop and train a successor

### Qualifications

The Pathways Support Team member has demonstrated knowledge of navigating Pathways Base Camp and understands Base Camp Manager duties. It is highly recommended that this individual

has been a Pathways Guide or is someone who has served as Vice President of Education and has submitted Pathways Level completions. This individual must have the ability to coordinate activities with the Pathways Support Coordinator and other Pathways Support Team members in support of increasing Pathways participation in District 54 clubs. This individual can be considered for appointment for a second successive term by District Director.

# SECTION 4

## CLUB/MEMBER GROWTH & RETENTION

**Section 4** includes job descriptions for leaders reporting to the Club Growth Director. The **Club/Member Growth & Retention** team is responsible for implementing a marketing strategy so the district can grow in membership and in the number of corporate and community clubs. The Club/Member Growth & Retention team is also responsible for retaining members and providing additional support for challenged clubs. The Club/Member Growth and Retention team is comprised of several district leaders, including the following:

- [Club Extension Chair](#)
- [Club Retention Chair](#)
- [Club Quality and Membership Coordinator](#)
- [Corporate Relations Chair](#)
- [Corporate Relations Coordinator](#)

### Club Extension Chair

#### *Appointed Position*

Reporting to the Club Growth Director, the **Club Extension Chair** is part of the Club/Member Growth & Retention team. The Club Extension Chair works closely with the Club Growth Director and the Assistant Area(s) and Assistant Division Director(s) –Club Growth to ensure continued club growth and maintains the district database of new club prospects and acts on new club prospects. The Club Extension Chair:

- Collects and shares ideas from Area and Division Directors on prospecting and developing new club leads
- Maintains the District New Club Prospect list
- Works with appropriate Assistant Division Directors–Club Growth to follow up on all New Club Leads, especially those provided by Toastmasters International
- Assists in the development of DEMO meeting teams for potential new clubs
- Helps supply information for handouts at DEMO meetings
- Develops and maintains the new club recognition program to foster fun in building new clubs
- Communicates progress at DEC and District Council meetings
- Develops a committee to support this role, as necessary
- Develops and trains a successor

## Qualifications

The Club Extension Chair should have experience in starting new clubs, participating in demonstration meetings, and making corporate visits. This role is by appointment of the District Director for a period of one year. This individual can be considered for appointment for a second successive term by District Director.

## Club Retention Chair

### *Appointed Position*

Under the direction of the Club Growth Director, the **Club Retention Chair** is a part of the Club/Member Growth & Retention team. The Club Retention Chair works closely with the Club Growth Director, Area Directors, and Club Coaches, to ensure there is no club loss in the District. The Club Retention Chair will:

- Identify clubs with 12 members or less who need and want a club coach
- Identify Toastmasters willing, able, and qualified, to serve as Club Coaches
- For clubs that accept a club coach assignment, ensure that a plan for success is written and implemented
- Monitor the success of written success plans
- Coach the club president and/or club coach where outcomes are deviating from the project goals
- Develop and implement a club coach training program
- Provide ongoing support and guidance for Area Directors and Club Coaches
- Work with District 54 Club Quality and Membership Coordinator to assure coordination and minimize duplication of effort
- Provide updates to the DEC
- Increase district-wide awareness of the importance of rebuilding clubs to charter strength
- Develop a committee to support this role, as necessary
- Develop and train a successor

## Qualifications

The Club Retention Chair should have experience as a club officer and a successful club coach or mentor. This individual should also have experience in developing a Club Success plan and must be recognized and accepted by members of the DEC as being capable of successfully rebuilding an existing club. This position is by appointment of the District Director, and it is for a term of one year. Can be considered for appointment for a second successive term by District Director.

## Club Quality & Membership Coordinator

### *Appointed Position*

Under the direction the Club Growth Director, the **Club Quality and Membership Coordinator** is part of the Club/Member Growth & Retention team. The primary focus of this position is to help at risk clubs with 13 – 19 members to improve club quality and membership, preventing the need for a club coach. The Club Quality & Membership Coordinator participates in DEC and District Council meetings, and will:

- Encourage at risk clubs to complete and follow a Club Success Plan
- Review club success plans with Assistant Division Directors – Program Quality
- Follow up with at-risk clubs, at least quarterly, on their progress toward achieving Distinguished or better status
- Work with the Club Growth Director to develop membership building and retention strategies using incentives to grow club membership
- Work with the Assistant Division Directors of Club Growth or Division Directors to execute membership building and retention strategies
- Monitor the progress of club quality and membership growth throughout the Toastmasters year
- Work with the Analytics Chair for a report of club membership trends and distribute this information to Assistant Division Directors of Club Growth and Division Directors
- Develop and train a successor

### Qualifications

At the time of taking office, the Club Quality and Membership Coordinator should have a thorough understanding of the Distinguished Club Program, have the ability to recognize and report membership trends, and be a member of a club consistently Distinguished or better. This position is by appointment of the District Director and is for a period of 1 year. This position can be considered for appointment for a second successive term by the District Director.

## Corporate Relations Chair

### *Appointed Position*

Under the direction of the Club Growth Director, the **Corporate Relations Chair** is a part of the Club/Member Growth & Retention team. The Corporate Relations Chair works closely with the Club Growth Director and a team of Corporate Relations Coordinators to ensure positive relations are established and maintained with the major corporations served by District 54. The Corporate Relations Chair will:

- Identify corporations with multiple Toastmasters clubs in operation

- Develop a strategy to grow and strengthen the relationship between District 54 Toastmasters and the major corporations served
- Assure benefits of the Toastmasters program are fully communicated and understood by leaders in those corporations
- Assure changes in the Toastmasters educational and training programs are communicated to leaders in those corporations
- Identify new corporate club opportunities and communicate them to the Club Extension Chair and the Club Growth Director
- Coordinate and train a team of Corporate Relations Coordinators to fulfill their responsibilities
- Work with the Analytics Chair and the assigned Corporate Relations Coordinator to create an annual quantification report to communicate the Toastmasters educational program successes to corporate leaders
- Develop and train a successor

### Qualifications

It is highly recommended, but not required, that the Corporate Relations Chair has experience in serving as a Corporate Relations Coordinator. The Corporate Relations Chair must have deep and recent experience working with complex corporate structures. This individual must also have knowledge of corporate human relations operations, as well as insight into the decision-making processes. This individual must have the ability to establish and maintain positive relations with a variety of corporate decision makers. This individual is appointed by the District Director for a period of one year and can be considered for a second successive term.

## Corporate Relations Coordinator

### *Appointed Position*

Under the direction of the Corporate Relations Chair, the **Corporate Relations Coordinator** is a part of the Club/Member Growth & Retention team. The Corporate Relations Coordinator works under the direction of the Corporate Relations Chair to ensure positive relations are established and maintained between District 54 Toastmasters and their assigned corporation(s). The Corporate Relations Coordinator will:

- Develop a strategy to grow and strengthen the relationship between District 54 Toastmasters and the assigned corporation
- Assure benefits of the Toastmasters program are fully communicated and understood by the assigned corporation
- Assure changes in the Toastmasters educational and training programs are communicated to the assigned corporation
- Identify new club opportunities within the assigned corporation and communicate them to the Club Extension Chair and the Club Growth Director



- Work with the Analytics Chair and the Corporate Relations Chair to create an annual quantification report to communicate Toastmasters educational program successes to corporate leaders
- Share the findings of the report with HR and Corporate executive sponsors so they can see how the Toastmasters program is benefitting the employees at their company
- Encourage an active exchange of ideas/successes/issues between those clubs housed/ sponsored by the assigned corporation, including those corporate clubs in other districts
- Develop and train a successor

## Qualifications

The Corporate Relations Coordinator must have deep and current knowledge of the organizational structure of the assigned corporation, as well as knowledge of Human Relations/Education and Training operations within the assigned corporation. This individual must also have the ability to create presentations at the right level to effect understanding in the assigned corporation. The District Director will work with the Corporate Relations Chair to find the right person for this role. The individual is then appointed by the District Director for a period of two years and can be considered for a second successive term.

# SECTION 5

## PRISON CLUB SUPPORT

**Section 5** lists the job descriptions for the **Prison Club Support** team works with the Club Growth Director and is composed of several district leaders, including the following:

- [Prison Club Manager](#)
- [Prison Club Liaison](#)
- [Prison Club Mentor](#)
- [Prison Club Fundraising Chair](#)
- [Prison Club Auditor](#)
- [Prison New Club Chair](#)

### Prison Club Manager

#### *Appointed Position*

Reporting directly to the Club Growth Director, the **Prison Club Manager** works as a liaison between Toastmasters International and District 54 to establish processes and procedures so there are opportunities for District 54 leaders to form and support prison clubs. Processes and procedures must meet all legal requirements and be in compliance with Toastmasters International Bylaws and policies. The Prison Club Manager will oversee the Prison New Club Chair, Prison Club Liaison, Prison Club Fundraising Coordinator and provide guidance and direction to ensure all district prison club operations are in alignment with District 54 and Toastmasters International guidelines. The Prison Club Manager will also work with the Club Growth Director to appoint the Prison Club Audit Committee and oversee the completion of the annual audit. The Prison Club Manager will:

- Work as a liaison between District 54 and Toastmasters International to establish processes and procedures for District 54 to form and support prison clubs, while complying with legal requirements and Toastmasters International Bylaws and policies
- Work with Toastmasters International to provide a “real world” perspective, so that decisions makers can meet the educational and financial needs of the prison clubs
- Work closely with the Club Growth Director and the Prison New Club Chair to support District 54 club growth goals
- Work with the Club Growth Director and Prison New Club Chair to develop a prison club growth strategy and oversee plan implementation
- Work with the Prison Club Liaison to provide guidance in administrative support and ensure the success of the Prison Club Mentor(s) in providing operational and logistical assistance

- Work with the Prison Club Fundraising Coordinator to provide guidance in operational support and fundraising efforts, so that district operations are in alignment with Toastmasters International guidelines and District 54 goals and objectives
- Work with the Club Growth Director to appoint a Prison Club Audit Committee and oversee the completion of the annual audit
- Work with the Prison Club Chair, Liaison, Fundraising Coordinator, Mentor(s) and Audit Committee to document current operations and processes. Documentation should reflect membership growth efforts, administrative processes, fundraising procedures and audit guidelines and should focus on providing repeatable, standardized processes to the board members at Toastmasters International. replication in districts outside of District 54.
- Develop and train a successor

## Qualifications

The Prison Club Manager must meet one or more of the following requirements:

- Served as a Past District Director for a full one-year term since the 2017-18\* Toastmasters year and completed the duties of the Immediate Past District Director
- Served and worked their way up the District's Prison Club organization, including positions of Prison Club Liaison, and/or the Prison Club Fundraising Coordinator, and the Prison New Club Chair

This individual must have extensive knowledge of the prison club operations and have demonstrated the ability to lead major development projects through the completion of a Toastmasters HPL project or an equivalent experience. Additionally, this individual must have a strong drive to succeed and a broad knowledge of related Toastmasters documentation, including Toastmasters Bylaws and Policy. Preferred requirements include serving as the Club Extension Chair or equivalent for at least one year. This position is by appointment of the District Director in consultation with the Club Growth Director and is for a period of one year. The individual in this role can be considered for multiple consecutive terms by the District Director.

*\*Note: this is the first full year that District 54 had a prison club.*

## Prison Club Liaison

### *Appointed Position*

Reporting directly to the Prison Club Manager, the **Prison Club Liaison** works with Toastmasters International and the Prison Club Mentor(s) to ensure the success of prison club operations. The Prison Club Liaison will communicate and coordinate regularly with the Prison Club Mentor(s) 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. The Prison Club

Liaison will also be in regular contact with the Prison Club Fundraising Coordinator to ensure money is raised to support prison club efforts, and the Prison Club Auditor 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 Mentor(s) to understand club's current administrative needs and club member successes
- Work with the Prison Club Mentor(s) to manage current membership renewal operations
  - Renewing members pay ½ of the membership fees. The other half of the membership fees come from the District Prison Trust Account.
  - Work with the Club Mentor(s) and prison officials to verify membership renewal status and collect ½ of the club members' renewal fees
  - Work with TI to ensure money is transferred from the prison trust fund to cover ½ of the membership fee for each renewing member
- Work with the Prison Club Mentor(s) to manage current membership operations for new members
  - New inmate members do not have to pay to join the prison Toastmasters club. The full amount of the new membership fee and the cost of the printed (if necessary) Pathways materials will be covered by the money in the District Prison Trust Account.
- Work with TI to ensure money is transferred from the prison trust fund to cover the cost of the new membership fee and the Pathways printed (if necessary) materials.
  - Work with prospective new members and prison officials to fill out new membership applications and the Pathways Path Order Form to receive printed materials as necessary.
- Work with the district Program Quality Director and the Prison Club Mentor(s) to ensure educational needs are met
  - Work with prison officials to make special arrangements for district officers and other volunteers to visit the site for:
    - Club officer training
    - Area Director club visits
    - Any other reasons for district officers to attend the club meeting
- Work with the Prison Club Mentor(s) to submit club educational achievements on behalf of club members. This can be done by mailing the information in to Toastmasters International or submitting it on the Toastmasters International website.
  - Work with the prison public relations team and the District Public Relations Manager to publicize the successes of the Prison Toastmasters Educational program.
  - Work with the Prison Club Fundraising Coordinator and the Prison Club Manager 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 Auditor 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 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 54 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 considered for appointment for a second or third successive term by District Director.

## Prison Club Mentor(s)

### *Appointed Position*

Reporting directly to the Prison Club Liaison, the **Prison Club Mentor(s)** will work to ensure club standards reflect the quality and reliability of the Toastmasters program. The Prison Club Mentor(s) will work directly with prison club members by attending meetings regularly. The responsibility of the Prison Club Mentor is not to run the club, but to guide members into operational excellence, and to assist the Prison Club Liaison in completing administrative tasks through regular support and consistent communications. The Prison Club Mentor(s) will:

- Through regular support and consistent communications, assist the Prison Club Liaison in the completion of operational support efforts to renew dues, submit paper work for new members, arrange district officer visits and training sessions, and assist members with educational goals and award submissions.
- Attend meetings regularly to build rapport with club members, share experience and lend support to create a quality club. A club's standards for service must reflect the quality and reliability of the Toastmasters program.
- Introduce and coach members in Pathways. Ensure club members have materials required to successfully complete the program.
- Ensure the club is strong and functional. Educate and encourage club members to participate in in the Distinguished Club Program and explain how meeting DCP goals keep the club focused on providing members with the service and environment they need to achieve their goals.
- Encourage implementation of the Successful Club Series program
- Help club members build positive habits and foster them in the club culture.

- Foster a culture of increasing membership
- Communicate member successes to the Prison Club Liaison with intent to publicize

## Qualifications

The Prison Club Mentor(s) must have a passion and belief in the need for prison clubs and must outwardly demonstrate enthusiasm and excitement for this project. Must be willing and able to attend prison club meetings on a regular basis. Must understand the fundamentals of creating a successful club that reflects the quality and reliability of the Toastmasters program. Must be able to assist members with Pathways and ensure they have the educational materials they need. Must be flexible and willing to assist the Prison Club Liaison in operational support efforts.

## Prison Club Fundraising Coordinator

### *Appointed Position*

Reporting directly to the Prison Club Manager, the **Prison Club Fundraising Coordinator** supports prison club operations by actively soliciting funds for the District Prison Trust Account. The Prison Club Fundraising Coordinator 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.
- Acquire knowledge about what motivates small businesses and large corporations/organizations to donate money to a non-profit organization, that is, what is their mission in donating.
  - Actively solicit funds and/or employee matching programs from corporations and organizations
  - Work to create and/or update presentation materials to present to corporations for donations
  - Make phone calls and send out e-mails to set up appointments with the decision makers in various corporations and organizations and deliver the fundraising presentation
  - Work on methods to solicit donations from communities where prison clubs exist and from friends and family members of the inmates
  - Work with the District webmaster to ensure the Prison Club donation page of the District 54 website is up to date and functioning properly.
- Provide monthly updates on fundraising progress to the Prison Club Manager, so that it can be reported out at the DEC meetings.
- Actively solicit funds through other fundraising events with support of Toastmasters and Rotary club members.
- Work with the Public Relations Manager to submit press releases for the purpose of publicizing the club's successes and soliciting public funds and donations.
- When funds are required for fundraising events, submit a proposal to the Prison Club Auditor, the Prison Club Audit Committee and the Prison Club Manager for approval

- Develop and train a successor

## Qualifications

The Prison Club Fundraising Coordinator must have a passion and belief in the need for prison clubs and must outwardly demonstrate enthusiasm and excitement for this project. This individual must also have a background in fundraising and/or sales experience. Therefore, this individual must be proactive in making cold calls, be willing and able to travel to corporations to solicit donations and have great and persuasive presentation skills. Can be considered for appointment for a second or third successive term by District Director.

## Prison Club Auditor

### *Appointed Position*

Reporting directly to the Prison Club Manager, the **Prison Club Auditor** leads a committee to conduct and complete an annual audit of prison funds to ensure they are managed appropriately. The audit committee will include at least three (3) individual members who are appointed by the Prison Club Manager and the Club Growth Director.

The Prison Club Auditor will:

- In the first year (2019-2020), actively assist the Prison Club Liaison with reporting documentation, processes and compliance guidelines.

The Prison Club Auditor will work with the Audit Committee to:

- Ensure prison funds are managed appropriately. Donations received are documented as income and monies going out accurately reflect prison club expenses.
- Work with the Prison Club Manager to approve or deny proposals submitted by the Fundraising Chair for fundraising expenses.
- If the audit committee becomes aware of any financial irregularities or a diversion of funds that is either unauthorized and/or does not serve a business purpose consistent with supporting the Prison Clubs, the committee is obligated to report the matter to the Prison Club Manager and the Club Growth Director, who will then work with the District Finance team at World Headquarters immediately.

## Qualifications

At the time of appointment, the Prison Club Auditor must be trained in basic accounting or have accounting experience and not be part of the District Audit Committee or the District Executive Committee (district director, program quality director, club growth director, public relations manager, administration manager, finance manager, division directors, area directors, and immediate past district director.) The Prison Club Auditor must also understand basic

bookkeeping practices and have a thorough understanding of Audit Committee responsibilities. Experience serving on a District Audit Committee is a plus. This position is by appointment of the Prison Club Manager and the Club Growth Director, and is for a period of one year, without the possibility of serving a consecutive term.

## Prison New Club Chair

### *Appointed Position*

Reporting directly to the Prison Club Manager, the **Prison New Club Chair** will work to gain, prepare for, and manage new prison clubs. Specifically, the Prison Club Chair will:

- Work with the District Director, Club Growth Director, and the Prison Club Manager for clear understanding of prison club growth goals and operational objectives.
- Work with the Club Growth Director and the Prison Club Manager to actively solicit prisons in District 54 to explain the benefits of a prison Toastmasters educational program.
- Work with the Club Growth Director and Prison Club Manager to arrange demo meetings in the prisons.
- Work with the Club Growth Director to charter new prison clubs and appoint club sponsors.
- Develop and train a successor

### Qualifications

It is highly recommended, but not required, for the Prison Club Chair to have served as the Prison Club Liaison or Prison Club Fundraising Coordinator or have a background with fundraising and/or sales experience. Must have demonstrated the ability to lead major development projects through the completion of a Toastmasters HPL project or an equivalent experience. The Prison Club Chair must have knowledge of prison club operations and must be able to convince prospective prison club decision makers about the value of a prison Toastmasters Educational Program. The Prison Club Chair cannot serve as Club Extension Chair during the same Toastmasters year. Can be considered for appointment for a second or successive term by the District Director.



# SECTION 6

## DIVISION DIRECTOR TEAMS

**Section 6** lists the job descriptions for the **Division Director** team. This team works together to ensure the success of the division and includes the following district leaders:

- [Assistant Division Director – Club Growth](#)
- [Assistant Division Director – Program Quality](#)

### Assistant Division Director – Club Growth

#### *Appointed Position*

Under the direction of the Division Director, and working closely with the District Club Growth Director and the Club Quality and Membership Coordinator, the **Assistant Division Director – Club Growth** helps the Division grow in membership and clubs. The individual in this role will:

- Form a Division Marketing team
- Identify potential opportunities for new clubs in the Division
- Identify the decision-maker contact within potential new site
- Work with the Club Growth Director to initiate contact with decision-maker
- Request a 30-minute visit to explain the benefits of the Toastmasters Communication and Leadership Program
- Record contact results with the Club Extension Chair
- Follow up, as necessary
- Plan corporate visits at District Conferences
- Schedule visits for sites as they become available, in addition to Conference-connected corporate visits
- Work with the Assistant Area Club Growth Director and/or clubs to promote membership growth
- Develop and train a successor

#### **Qualifications:**

The Assistant Division Director – Club Growth must be organized, and effectively sell the benefits of the Toastmasters program. To be highly successful in this role, this individual must be effective recruiting new members and have some experience in starting new clubs. This position is appointed by the District Director for a period of one year. Can be considered for appointment for a second successive term by District Director.

## Assistant Division Director – Program Quality

### *Appointed Position*

Under the direction of the Division Director, and working closely with the District Program Quality Director and the Club Quality and Membership Coordinator, the **Assistant Division Director – Program Quality** helps the Division meet their educational goals. The individual in this role will:

- Work with the Area Directors and the Assistant Area Directors - Program Quality for follow-up on Club Success Plan development
- Request copies of Club Success Plans from the Assistant Area Directors – Program Quality to review with the Division Director, the Club Quality and Membership Coordinator, and the District Program Quality Director
- Assist the District Education Team in tracking Club Success Plans
- Assist the District Program Quality Director and the Club Quality and Membership Coordinator to ensure Division Club Officer Training is complete
- Assist with planning and documenting speech contests
- Work with the Leadership Path Coordinator for Divisional assistance with tracking members' educational progress
- Develop and train a successor

### **Qualifications:**

The Assistant Division Director – Program Quality must be organized, have the ability to plan events, have a good understanding of the DCP program and be effective at developing Club Success Plans. This position is appointed by the District Director for a period of one year. Can be considered for appointment for a second successive term by District Director.

# SECTION 7

## AREA DIRECTOR TEAMS

Section 7 lists the job descriptions for the Area Director team. This team works together to ensure the success of the area and includes the following district leaders:

- [Assistant Area Director – Club Growth](#)
- [Assistant Area Director – Program Quality](#)

### Assistant Area Director – Club Growth

#### *Appointed Position*

Under the direction of the Area Director, and working closely with the Division Director, the District Club Growth Director, and the Club Quality and Membership Coordinator, the **Assistant Area Director – Club Growth** helps the area grow in membership and clubs. The person in this role will:

- Form an Area Marketing team
- Identify potential opportunities for new clubs in the Area
- Identify the decision-maker contact within potential new site
- Work with the Club Growth Director to initiate contact with decision-maker
- Request a 30-minute visit to explain the benefits of a Toastmasters Communication and Leadership Program
- Record contact results with the Club Extension Chair
- Follow up, as necessary
- Plan corporate visits at District Conferences
- Schedule visits as they become available, in addition to Conference-connected corporate visits
- Work with clubs to promote membership growth
- Develop and train a successor

#### **Qualifications:**

The Assistant Area Director – Club Growth must be organized, and effectively sell the benefits of the Toastmasters program. To be highly successful in this role, this individual must be effective recruiting new members and may have some experience in starting new clubs. This position is appointed by the District Director for a period of one year. Can be considered for appointment for a second successive term by District Director.

## Assistant Area Director – Program Quality

### *Appointed Position*

Reporting directly to the Area Director, and working closely with the Division Director, the Assistant Division Director – Program Quality, the District Program Quality Director and the Club Quality and Membership Coordinator, the **Assistant Area Director– Program Quality** helps the Area meet their educational goals. The individual in this role will:

- Work with the Area Director for follow-up on the Club Success Plans
- Request a copy of the Club Success Plan from every Area Club to forward to the Assistant Division Director – Program Quality
- Assist the District Education Team in tracking Club Success Plans
- Assist with speech contest planning and documentation
- Work with the Leadership Path Coordinator for Area Assistance with tracking members' educational progress
- Develop and train a successor

### **Qualifications:**

The Assistant Division Director – Program Quality must be organized, have the ability to plan events, have a good understanding of the DCP program and be effective at developing Club Success Plans. This position is appointed by the District Director for a period of one year. Can be considered for appointment for a second successive term by District Director.

# SECTION 8

## PUBLIC RELATIONS / DISTRICT COMMUNICATIONS

**Section 8** lists the job descriptions for positions reporting to the Public Relations Manager (PRM). The **Public Relations** team is responsible for developing and distributing communications to district members and raising public awareness about the benefits of Toastmasters. The **Public Relations/District Communications** team is comprised of the following district leaders:

- [Club Website Coordinator](#)
- [District Webmaster](#)
- [Newsletter Editor](#)
- [Social Media Coordinator](#)
- [Historian](#)

### Club Website Coordinator

#### *Appointed Position*

The **Club Website Coordinator** reports directly to the Public Relations Manager and helps District 54 clubs maximize website potential in EasySpeak and Free ToastHost2. All clubs should have a website tool to market their clubs and to manage club activities. The Club Website Coordinator will work with the Social Media Coordinator to assist District 54 VPPRs in updating these websites. The Club Website Coordinator will:

- Maintain the club management portion of the EasySpeak website, so clubs can create meeting agendas, monitor the progress of their members' educational goals, and send out communications
- Share a working knowledge of the EasySpeak website as a club management tool
- Share a working knowledge of the FreeToastHost2 website as a marketing and/or club management tool
- Assist clubs in updating and maintaining club contact information on their website(s) and the Toastmasters International site
- Develop and train a successor

#### **Qualifications:**

The District 54 Club Website Coordinator should have a working knowledge of EasySpeak and FreeToastHost2. This individual should also be willing to reach out to club VPPRs to ensure their websites are updated. This position is by appointment of the District Director, and is for a period of three years.

## District Webmaster

### *Appointed Position*

The **District Webmaster** reports directly to the Public Relations Manager. The District Webmaster and helps maintain communication between the district and its members and works to increase public awareness of Toastmasters International via the district website. This individual also assists district leaders in updating their respective web pages and works with Conference Chairs and TLI Deans to promote district conferences and leadership training opportunities. The District 54 Web Master will:

- Develop a strong working knowledge of the District Website
- Maintain good relationships with the Club Website Coordinator, Social Media Coordinator, Historian, and Newsletter Editor
- Work with all District Officers and Committee Chairs to make sure that all published information is accurate and timely
- Update the website on a weekly basis to ensure information is current and accurate
- Seek out news and current events in the district to recognize members' accomplishments and ensure permission to share the information is granted
- Recruit a committee to develop governance documentation
- Relies on this committee for support and succession
- Develop and train a successor

### **Qualifications:**

The District 54 Web Master should be Internet savvy and creative. This individual should also have a strong knowledge of creating, updating, and maintaining the website using Word Press. This position is by appointment of the District Director and is for a period of three years.

## Newsletter Editor

### *Appointed Position*

The **Newsletter Editor** reports directly to the Public Relations Manager. The Newsletter Editor helps maintain communication between the district and its members and works to increase public awareness of Toastmasters International via the district newsletter. This individual works with district leadership to publish and distribute a monthly district newsletter. This individual ensures the newsletter is sent electronically to all District 54 members and is published on the district website for future reference. The District Newsletter Editor will:

- Maintain a strong working relationship with district officers 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 highly successful in this position, this individual must also be organized and demonstrate project and time management skills. This position is by appointment of the District Director and is for a period of one year. This individual can be considered for appointment for a second successive term by District Director.

## Social Media Coordinator

### *Appointed Position*

The **Social Media Coordinator** reports directly to the Public Relations Manager and helps District 54 clubs use social media to maximize their marketing potential. All clubs should have web-based tools to market their clubs and publicize club activities and accomplishments. The Social Media Coordinator will:

- Manage and maintain district social media presence using Facebook, Twitter, Meet-up, Eventbrite, WhatsApp, 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 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 54 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 WhatsApp. 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. This position is by appointment of the District Director and is for a period of three years.

## Historian

### *Appointed Position*

The **Historian** reports directly to the Public Relations Manager. The Historian serves as a resource for district clubs and members by archiving historical material relevant to District 54. The historian will:

- Create and maintain the district historian database, keeping both hard copy and electronic files. Update requirements include:
  - Toastmaster and District Role (year)
  - Conference Chair/Co-Chair, Theme, location and date
  - TLI Deans and dates
  - District Contest Winners and year
  - Administrator of the District Historian Survey
  - Hall of Fame recipients and year
  - Maintains a 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. This position is appointed by the District Director for a period of one year. This individual can be considered for appointment for a second or third successive term by the District Director.



# SECTION 9

## LOGISTICS, ADMINISTRATION & GOVERNANCE

Section 9 lists the job descriptions for the **Logistics, Administration & Governance** team. The **Logistics, Administration & Governance** team works with the District Director to ensure district operations are effective and compliant with the Bylaws and policies set forth by Toastmasters International and District 54. This team includes the following leaders:

- [Audit Committee Chair](#)
- [Credentials Chair](#)
- [Logistics Manager](#)
- [Parliamentarian](#)
- [Technology Chair](#)

### Audit Committee Chair

#### *Appointed Position*

The Audit Committee is a group of district members appointed by the District Director through the **Audit Committee Chair**. Under the direction of the District Director, the Audit Committee Chair oversees the activities and responsibilities of the Audit Committee.

#### **Audit Committee Responsibilities**

The Audit Committee has a responsibility to ensure that the Mid-year and Year-end Profit and Loss Statements accurately reflect district income and expenses. Both district audits are included in the World Headquarters tax information filed with the U.S. Internal Revenue Service each year.

Incorrect or inappropriate expenses may result in the loss of Toastmasters International's tax-exempt status. Any unauthorized use of district funds that is not consistent with the district mission is a violation of the California Charitable Trust Act and is illegal. Even if the district is not in California, a diversion of charitable trust funds puts the organization at risk, because districts worldwide are administrative arms of Toastmasters International and are subject to the same laws and guidelines.

If the Audit Committee becomes aware of any financial irregularities or a diversion of funds that is either unauthorized and/or does not serve a business purpose consistent with the district mission, the committee is obligated to report the matter to the District Finance team at World Headquarters immediately.

## Qualifications for Audit Committee Members:

Per the District Administrative Bylaws, the Audit Committee must include at least three (3) individual members who are:

- Appointed by the District Director, without possibility of a consecutive term
- Trained in basic accounting, or have accounting experience
- Not part of the District Executive Committee (district director, program quality director, club growth director, public relations manager, administration manager, finance manager, division directors, area directors, and immediate past district director)

## Qualifications

The Audit Committee Chair should have accounting experience. The Audit Committee Chair must also understand basic bookkeeping practices and have a thorough understanding of Audit Committee responsibilities. This position is by appointment of the District Director, and is for a period of one year, without the possibility of serving a consecutive term.

## Credentials Chair

### *Appointed Position*

The **Credentials Chair** works closely with the District Director in preparation of the two annual District Council/business meetings. This position includes pre-work prior to each of these meetings as well as the day of each meeting.

Prior to the business meeting, the Credentials Chair will:

- Support the District Director in communication/submission of business meeting announcement/ President- VPE Proxies

Day of the business meeting, the Credentials Chair will:

- Ensure ballots are handed out to qualified District Council members and/or registered proxyholders (This may also be done the day or evening prior to the business meeting)
- Determine if a quorum has been met and be prepared to report on status during the business meeting
- Help manage the credentials process if the business meeting is held in person and/or virtually
- Reference District protocol document (TI Website).
- Develop and train a successor

## Qualifications

It's recommended that the Credentials Chair be a Past District Director/Governor. The appointee should possess good organization and time management skills. Should already have a good understanding of how the credentials process works or willingness to learn quickly. Should have a solid understanding about the qualifications for voting district council members. This individual needs to be flexible if the business meeting is conducted virtually or live in conjunction with a conference. This individual will serve no more than two consecutive years in this appointed position.

## Logistics Manager

### *Appointed Position*

The **Logistics Manager** reports directly to the District Director and is responsible for the effective operations of district meetings, speech contests, and training sessions. To support district events, including DEC and the District Council meetings, the Logistics Manager will:

- Select meeting locations, organize the room, and ensure the atmosphere is conducive to successful events
- Set up necessary equipment, assist district leaders with meeting arrangements, distribute program materials, keep track of district property, and address disruptions
- Develop and train a successor

## Qualifications

Proven abilities in organization and diplomacy are a requirement for this position. This position is appointed by the District Director for a period of one year. This individual can be considered for appointment for a second or third successive term by District Director.

## Parliamentarian

### *Appointed Position*

Under the direction of the District Director, the **Parliamentarian** participates in District Council and DEC meetings, and provides assistance to ensure proper meeting procedures are followed and all district meeting decisions meet Toastmasters International and parliamentary procedure standards. The Parliamentarian will also:

- Provide resources on parliamentary procedure questions and issues for clubs, areas, divisions, and the district via articles in the district newsletter and on the district website
- Facilitate training on parliamentary procedures at officer training sessions, if and when the need arises

## Qualifications

The Parliamentarian must be knowledgeable about Toastmasters International Bylaws, policies, and procedures, and familiar with Robert's Rules of Order, 11th Edition. The individual in this role can be considered for appointment for a second or third successive term by the District Director.

## Technology Chair

### *Appointed Position*

The **Technology Chair** reports directly to the District Director and works closely with the District Trio, Sound Engineer, Public Relations Manager, and the Logistics Manager to ensure technological needs are served. The Technology Chair will:

- Develop a strategy to aid the district reach their goals by utilizing the latest technological tools
- Support technological needs for district events, including but not limited to DEC meetings, District Council meetings, the District Conference, and various webinars
  - Items in scope can include audio/visual tech, collaboration technologies (like virtual meetings, text messaging, email, and storage), web technologies, and other technologies, as necessary
- Keep up with technological recommendations from Toastmasters International
- Ensure uniformity of technological strategies
- Identify new technologies that can be used for optimizing the district with willingness to examine and try new technology
- Develop and train a successor

## Qualifications

This position requires deep and recent experience working with multiple technology stacks such as sound, web, collaboration, and communications. Must also have the ability to translate district needs into toolsets that are optimal and within the district budget. This individual is not expected to be an expert in all technologies, but must have a base understanding and a desire to seek and learn about new tools. The ideal candidate is willing to train others and work with a team for implementations, training, and roll outs. This individual serves no more than two consecutive years in this appointed position.

# SECTION 10

## LEADERSHIP DEVELOPMENT

**Section 10** lists the job descriptions for the **Leadership Development** team. This team is key to the success of the district succession plan, as it is responsible for finding and developing future leaders. The team consists of the following district leaders:

- [Leadership Development Chair](#)
- [Leadership Path Coordinator](#)
- [Talent Development Coordinator](#)

### Leadership Development Chair

#### *Appointed Position*

The **Leadership Development Chair** reports directly to the District Director and works to ensure there is a continual flow of qualified candidates for elective offices in District 54. The Leadership Development Chair must have the ability to lead a team of Toastmasters to continually enhance the skills of the candidates for elective office in D54. The Leadership Development Chair must be organized and have the ability to set goals. The Leadership Development Chair must have mentoring and training skills, and must be able to motivate and persuade others. The Leadership Development Chair will:

- Provide leadership to the team, including the Talent Development Chair and the Leadership Path Coordinator
- Maintain close communication with the Strategic Planning Committee to assure alignment with long term goals in District 54
- Assure appropriate candidate evaluation tools and processes are provided and used
- Lead an annual review of district performance with the Strategic Planning Committee and District Trio and related staff positions to identify needed changes
- Develop and train a successor

#### **Qualifications:**

The Leadership Development Chair must be a Past District Director/Governor who has served for a full one-year term. This individual is considered for this position only after completing currently prescribed duties of the Immediate Past District Director. Before taking office, this individual must have demonstrated the ability to lead major development projects through successful completion of a Toastmasters HPL project or equivalent experiences. This individual must have served as a Talent Development Chair for at least one year or demonstrated equivalent external job-related experience. The person in this position must have a strong drive to succeed and a broad knowledge of related Toastmasters documentation including *Toastmasters Bylaws and*

*Policy.* This position is by appointment of the District Director and is for a period of one year. The individual in this position can be considered for a second consecutive term by the District Director. The Talent Development Chair can overlap with the Leadership Development Chair for only one term.

## Leadership Path Coordinator

### *Appointed Position*

Reporting directly to the Leadership Development Chair, the **Leadership Path Coordinator** draws visibility and understanding to the different leadership designations available in the Toastmasters Leadership program. The Leadership Path Coordinator will:

- Maintain a portfolio of key HPL, DTM or other major Pathways leadership projects and monitors the progress of those projects until completion
- Provides quarterly knowledge articles to the District Newsletter featuring important pieces of the leadership path, for example the HPL/DTM leadership curriculum
- Help develop educational materials for Area/Division Directors to share during club visits, around the Pathways leadership programs
- Help all district members understand the qualifications for achieving recognition in the Pathways program, including DTM designation
- Work closely with District 54 members to guide them through the leadership segment of the path to the DTM
- Assist in securing resources for training at conferences (works with conference educational chair) and District Training Chair/Coordinator
- Develop and train a successor

### **Qualifications:**

The Leadership Path Coordinator must have the ability to motivate, persuade, and sell. This individual must be well organized and goal oriented. This individual must also have the ability to develop others. To be successful in this role, the Leadership Path Coordinator must have a thorough understanding of all the requirements needed for the Pathways Program and DTM designation, preferably through personal experience. This position is by appointment of the District Director and is for a period of one year. The individual in this position can be considered for appointment for a second successive term by District Director.

## Talent Development Coordinator

### *Appointed Position*

The **Talent Development Coordinator** reports directly to the Leadership Development Chair works to identify and manage the tools and processes necessary to develop district leadership team candidates. Note that this does not include club officer development. The Talent Development Coordinator will:

- Work closely with the Leadership Development Chair to provide early identification of qualified candidates for future district leadership positions
- Establish Talent Management tools and processes to support career development needs of Toastmaster leadership candidates
- Work with candidates to identify a career development plan for each candidate
- Work closely with the Nomination/Leadership Committee chair to ensure highly qualified candidates are nominated in the district nomination process
- Review district performance to identify shortcomings in the talent management process and make necessary corrections
- Assure all candidates receive equal access to the talent management tools and services
- Update and maintain the *District 54 Leadership Positions and Job Descriptions* document, as necessary
- Develop and train a successor

### Qualifications

The Talent Development Coordinator must have the ability to develop solutions for career development needs and talent management, and must be able to work closely with leadership candidates and the district leadership team to maximize leadership development activities for those candidates. To be highly successful in this role, this individual may also have had direct experience with supervising, managing, and coaching work or Toastmaster team members to achieve success in challenging leadership roles.

The Talent Development Coordinator must have been a Past District Director for a full one-year term. This individual may be considered only after completing currently prescribed duties of the Immediate Past District Director. Must have demonstrated strong diplomatic skills during their Toastmasters district leadership terms. Must have the ability to work with leadership candidates to develop a career plan for each candidate. This position is by appointment of the District Director and is for a period of one year. The individual in this role can be considered for a second consecutive term. The Leadership Development Chair can overlap with the Talent Development Chair for only one term.

# SECTION 11

## DISTRICT STRATEGY & DEVELOPMENT

**Section 11** lists the job descriptions for the **District Strategy & Development** team. This team is responsible for developing short and long-term strategies to ensure the district's success. This team consists of the following district leaders:

- [Alignment Committee Chair](#)
- [Leadership Committee Chair](#)
- [Analytics Chair](#)
- [Strategic Planning and Advisory Committee Chair](#)

### Alignment Committee Chair

#### *Appointed Position*

The Alignment Committee is a group of district members appointed by the District Director. Under the direction of the District Director, the **Alignment Committee Chair** oversees the activities and responsibilities of the Alignment Committee.

#### **Alignment Committee Responsibilities**

Districts must review and amend, if necessary, its alignment of the clubs, areas, and divisions once each year. The Alignment Committee considers the needs of the district and develops a plan that services the clubs in the most effective way possible, and meets the requirements outlined in [Policy and Protocol 7.0 District Structure, 1](#). Club Assignments in the Governing Documents. It is important for the committee to consider club growth as well as club loss when considering alignment. District alignment is subject to the approval of the District Council at its Annual Business Meeting in the spring, and must be reported to Toastmasters International by July 15. Changes cannot be made after the approval by the council; it is important to ensure that the alignment is correct and will be effective throughout the year.

Proposed district alignments that do not meet policy requirements cannot be accepted. The Alignment Committee will need to ensure that the alignment is within policy prior to bringing it forward to vote, and submission to World Headquarters.

#### **Qualifications**

The Alignment Committee Chair oversees the activities of the Alignment Committee. This individual must have a thorough understanding of alignment requirements, as outlined in [Policy and Protocol 7.0 District Structure, 1](#). Club Assignments in the Governing Documents. This individual must also have a thorough understanding of the current district structure and the strategy in place to meet distinguished district program goals. The Alignment Committee Chair



must be able to work with a committee of members and determine an organizational structure that will support the long-term needs of the district and foster its success.

## Leadership Committee Chair

### *Appointed Position*

In District 54, the Immediate Past District Director (IPDD) is the Leadership Committee Chair. In this position, the **Leadership Committee Chair** ensures successful district elections and long-term district success by forming a committee to do the following:

- Seek out prospective candidates
- Evaluate and interview candidates
- Nominate candidates, and
- Provide a complete report of candidates

The district leadership committee report must be presented to the District Director at least six weeks before the district's Annual Business Meeting in the spring. The committee nominates candidates for district office and screens candidates for eligibility. The District Director cannot be a member of the committee. The committee must consist of no fewer than five members, one of whom is the chair. No member of the committee can be nominated for a district office in the election at which the committee's report is presented.

### **Committee Member Qualifications:**

Each committee member must be a member in good standing of a club in good standing and shall be selected from different divisions. Each division should be represented on the committee. Committee member(s) may participate by telephone conference, email, or other means of communication when distance is an obstacle to participation. No member may have served on the committee the previous year. International director/officer candidates, region advisors and current members of the Toastmasters International Board of Directors cannot serve on the committee.

To avoid the appearance of bias or impropriety, committee members having a personal or professional relationship with a particular candidate shall abstain from the discussion and voting, as a matter of good judgment. Members of the committee cannot participate in any campaign for district office nor endorse any candidate for district office.

## Analytics Chair

### *Appointed Position*

The **Analytics Chair** reports to the District Director to ensure needs data analytics needs are served by District 54. The Analytics Chair will:

- Develop a technological strategy to aid in the achievement of district goals using data from Toastmasters International, club members, and other sources
- Design a database for analyzing trends for items such as Pathways adoption, membership retention, new membership campaigns, club renewals, education awards, and other reports deemed necessary by district personnel on an ad hoc basis
- Keep up with recommendations from Toastmasters International for technology relating to managing/developmental using data
- Maintain database for information repository
- Develop and train a successor

### Qualifications:

This individual must have the ability to translate district needs into reports to aid the district in meeting their goals. Knowledgeable of Excel/Sheets and database platforms to generate reports from multiple different sources. Strong analytical background. Willing to train others. Work in a team environment for implementations, training, and roll outs. Familiarity with what is already available in the Toastmasters reporting system. This individual will serve no more than two consecutive years in this appointed position.

## Strategic Planning/Advisory Committee Chair

### *Appointed Position*

Under the direction of the District Director, the **Strategic Planning/Advisory Committee Chair** oversees the activities and responsibilities of the Strategic Planning and Advisory Committee.

The mission of the Strategic Planning and Advisory Committee is to:

"Support our District Leadership Team through the development of a fluid five-year strategy, designed to equip each club with tools and training necessary to assist all members in achieving their communication and leadership goals."

The vision of the Strategic Planning and Advisory Committee is to achieve the following:

- District 54 has 100 clubs with 70% at charter strength
- Each Division and Area has a two to three-year annual leadership succession plan by July 1, 2021.

The Strategic Planning Chair, along with the Strategic Planning and Advisory Committee, provides a key strategic focus on the following:

- Existing clubs achieving charter strength
- Development of strong retention plans that club members can incorporate to increase retention rates and successfully achieve "charter strength" quicker

- Proper attention and strategic appointment of available leadership resources, to achieve the most success
- Development of new corporate leads to lessen dependence on current two dominant corporations (Caterpillar and State Farm)
- Identify several non-traditional areas from which to develop new club prospects
- Development of Leadership Development Path to build support for growing number of clubs

### **Strategic Planning and Advisory Committee Qualifications**

The committee must be comprised of the District Trio (District Director, Program Quality Director, and Club Growth Director) and several Past District Directors/Governors who have served a complete one-year term as District Director/Governor.

#### **Qualifications**

Must be a Past District Director/Governor who has served a complete one-year term as District Director/District Governor. Must have demonstrated the ability to lead major development projects through successful completion of a Toastmasters HPL project or equivalent experiences. This position is by appointment of the District Director and is for a period of one year. Can be considered for a second consecutive term by the District Director.

# APPENDIX

## ADVANTAGES OF BECOMING A DISTRICT LEADER

**1. Gain confidence and appreciation.** Many leaders in Toastmasters are chosen or voted into their positions by their peers. Having abilities recognized by others is empowering. Work completed successfully in a leadership role is likely to be recognized and appreciated by others.

**2. Develop communication skills.** Public speaking plays a major role in many careers today. Active participation in Toastmasters develops better communicators. A leader in Toastmasters will learn to speak with confidence and poise to a variety of groups about the organization's mission and goals. A leader in Toastmasters will also learn diplomacy and the art of persuasion. All of these skills can be developed through active participation in leadership positions in Toastmasters. All of these skills are applicable and transferrable to any career.

**3. Gain responsibility and have an opportunity to help others.** Leaders in Toastmasters aren't only responsible for themselves- they have extended responsibilities affecting a wide range of members. Leaders of a group must not only make sure that tasks get done, but that all members of the organization are performing to the best of their abilities. This responsibility can easily be a lesson about how to positively motivate and inspire others, while keeping them accountable for their responsibilities and personal goals.

**4. Develop project management and collaboration skills.** Leaders in Toastmasters often work with other members and volunteers in committees and/or subcommittees, and they must collaborate. A couple of examples include organizing conferences and/or Toastmasters Leadership Institutes (TLIs). Leaders must learn to plan the project, establish priorities, and compromise when necessary. Success occurs when the integrity of the project is maintained and everyone involved feels valued and empowered. Toastmasters provides members with the opportunity to successfully lead people and effectively complete projects.

**5. Ability to network.** Leaders in Toastmasters may communicate with many people outside their club. Audiences may include members at the area, division, and district levels. In a leadership role, there are opportunities to become familiar with a variety of people in the organization. Networking with other Toastmasters yields a chance to develop valuable personal and professional relationships.

**6. Gain and refine management skills.** A strong leader is one whose management skills become second nature. Leaders must oversee operational tasks, make budgets, prioritize workloads, build consensus and perform other executive duties, as necessary. Leaders in Toastmasters can practice these skills and learn how their personal talents may be applied for the overall advantage of the organization. There is a chance that leaders in Toastmasters will make mistakes.

However, they also learn how to handle them in a friendly and supportive environment. This prepares a Toastmasters leader for leadership and management experiences in the workforce.

**7. Develop new talents and hone problem solving skills.** Being a leader in Toastmasters may involve delegating work and holding others accountable. Other times, there are tasks a leader must complete on their own. Attempting new tasks can be challenging, but completing them can awaken undiscovered talents and sharpen problem solving skills that may be useful in a variety of other settings.

**8. Improve the resume.** Employers recognize responsibilities that employees take on in the way of volunteering for non-profit organizations, and they often respect the initiative. Being able to list volunteer leadership experience on the resume will more likely get the attention of a hiring manager, and may even be the reason for getting that interview!

## **BECOMING A DISTRICT LEADER**

The responsibilities and qualifications of each elected leader position are included in the District Leadership Committee documents at the following links:

### **Elections Toolkit:**

<https://www.toastmasters.org/Leadership-Central/District-Leader-Tools/District-Management/Elections-Toolkit>

### **Candidate Required Documents:**

#### **District Leader Nominating Form**

<https://www.toastmasters.org/~media/2905FD52797C4EFEAFFBCD5B49C11A63.ashx>

#### **Officer Agreement and Release Form**

<https://www.toastmasters.org/~media/5A2B48BB6B3D4E92B994CE666CB84DC8.ashx>

#### **Candidate Application**

<https://www.toastmasters.org/~media/7FD991290B8A4167A08E4EF01CF20E26.ashx>

### **Nomination Committee and Candidate References:**

#### **Call for Nominations – District Leader Qualifications and Responsibilities**

<https://www.toastmasters.org/~media/24562A9E8E1449E7A6900A6676476884.ashx>

#### **District Nominations Schedule**

<https://www.toastmasters.org/~media/223D2BBB8F1E4B8488A38BF1A7EEC23C.ashx>

#### **Candidate Evaluation Form**

<https://www.toastmasters.org/~media/03202D30672143ECBAD00A4BABBE1A23.ashx>

# INDEX

## JOB DESCRIPTIONS IN ALPHABETICAL ORDER

- [Administration Manager](#)
  - Section 2 .....10
- [Alignment Committee Chair](#)
  - Section 11 .....48
- [Analytics Chair](#)
  - Section 11 .....49
- [Area Directors](#)
  - Section 2 .....12
- [Assistant Area Director – Club Growth](#)
  - Section 7 .....35
- [Assistant Area Director– Program Quality](#)
  - Section 7 .....36
- [Assistant Division Director – Club Growth](#)
  - Section 6 .....33
- [Assistant Division Director – Program Quality](#)
  - Section 6 .....34
- [Audit Committee Chair](#)
  - Section 9 .....41
- [Club Extension Chair](#)
  - Section 4 .....21
- [Club Growth Director \(CGD\)](#)
  - Section 1 .....9
- [Club Quality and Membership Coordinator](#)
  - Section 4 .....23
- [Club Retention Chair](#)
  - Section 4 .....22
- [Club Website Coordinator](#)
  - Section 8 .....37
- [Conference Chairs](#)
  - Section 3 .....15
- [Corporate Relations Chair](#)
  - Section 4 .....23
- [Corporate Relations Coordinator](#)
  - Section 4 .....24

<a href="#"><u>Credentials Chair</u></a>	
Section 9 .....	42
<a href="#"><u>District Director</u></a>	
Section 1 .....	7
<a href="#"><u>District Training Coordinator</u></a>	
Section 3 .....	16
<a href="#"><u>District Virtual Training Coordinator</u></a>	
Section 3 .....	16
<a href="#"><u>District Webmaster</u></a>	
Section 8 .....	38
<a href="#"><u>Division Directors</u></a>	
Section 2 .....	11
<a href="#"><u>Finance Manager</u></a>	
Section 2 .....	10
<a href="#"><u>Historian</u></a>	
Section 8 .....	40
<a href="#"><u>Immediate Past District Director (IPDD)</u></a>	
Section 2 .....	13
<a href="#"><u>Leadership Committee Chair</u></a>	
Section 11 .....	49
<a href="#"><u>Leadership Development Chair</u></a>	
Section 10 .....	45
<a href="#"><u>Leadership Path Coordinator</u></a>	
Section 10 .....	46
<a href="#"><u>Logistics Manager</u></a>	
Section 9 .....	43
<a href="#"><u>Newsletter Editor</u></a>	
Section 8 .....	38
<a href="#"><u>Parliamentarian</u></a>	
Section 9 .....	43
<a href="#"><u>Pathways Support Coordinator</u></a>	
Section 3 .....	18
<a href="#"><u>Pathways Support Team Member</u></a>	
Section 3 .....	19
<a href="#"><u>Prison Club Auditor</u></a>	
Section 5 .....	31
<a href="#"><u>Prison Club Fundraising Coordinator</u></a>	
Section 5 .....	30
<a href="#"><u>Prison Club Liaison</u></a>	
Section 5 .....	27

<a href="#"><u>Prison Club Manager</u></a>	
Section 5 .....	26
<a href="#"><u>Prison Club Mentor(s)</u></a>	
Section 5 .....	29
<a href="#"><u>Prison New Club Chair</u></a>	
Section 5 .....	32
<a href="#"><u>Program Quality Director (PQD)</u></a>	
Section 1 .....	8
<a href="#"><u>Public Relations Manager (PRM)</u></a>	
Section 2 .....	11
<a href="#"><u>Social Media Coordinator</u></a>	
Section 8 .....	39
<a href="#"><u>Speakers Bureau Chair</u></a>	
Section 3 .....	17
<a href="#"><u>Strategic Planning/Advisory Committee Chair</u></a>	
Section 11 .....	50
<a href="#"><u>Talent Development Coordinator</u></a>	
Section 10 .....	46
<a href="#"><u>Technology Chair</u></a>	
Section 9 .....	44
<a href="#"><u>Toastmasters Leadership Institute (TLI) Dean</u></a>	
Section 3 .....	14
<a href="#"><u>Youth Leadership Program (YLP) &amp; Speechcraft Coordinator</u></a>	
Section 3 .....	18