



District Director Mutual Expectations Agreement

Being happy and successful while serving in the District Executive Committee (DEC) begins with having your expectation of your duties and availability in alignment with the expectations held by those you will be working with. The following are the standard expectations held by the district “trio” (District Director, Program Quality Director, and Club Growth Director) and the Division Directors. Please review them and denote any concerns in the area provided. This allows us to acknowledge or work around the concern up front. We want to set you up for success and enjoyment of your time on the DEC.

If you have no concerns about meeting the listed expectation, simply acknowledge by writing “None”.

Expectation to conduct DEC member training

DEC training helps ensure your success. You will organize and help conduct that training. The team learns their role, their team, and new skills. There is one training day in June to prepare the incoming team. If they cannot attend training on that day a less structured training would then need be conducted by the Program Quality Director independently.

My Concerns:

Expectation to conduct all DEC meetings

DEC meetings ensure fluid communication in both directions, allow regular training for the skills and experience needed in their roles, and to conduct official business. You will schedule, organize, and lead all DEC meetings.

My Concerns:

Expectation to attend District Director training and the International Convention

The International Convention is held each year in August. You will attend training just prior to the convention, perform interviews for International Director Candidates and duly research other business meeting agenda items.

My Concerns:

Expectation to attend Mid-Year District Director training

You will attend the mid-year training as scheduled by Toastmasters International. Generally a Friday/Saturday training in January.

My Concerns:

Expectation to attend and help conduct both conferences

You will attend both the fall and spring conference in their entirety and help conduct those portions assigned to you. You will also be responsible for all related contracts and final over sight.

My Concerns:

Expectation to attend Club Officer Training and Contests

You are a visible mentor that club members will notice either in your presence or your absence. Attending club officer training is an important lead by example opportunity. It is expected you will attend where practical.

My Concerns:

Expectation to help coordinate RA and ID visits

You may be required to work with the Club Growth Director to help coordinate Region Advisor Visits and/or International Director Visits. These visits are excellent opportunities to spur new clubs and recognize recent achievements.

My Concerns:

Expectation to mentor and encourage future leaders

You will be expected through speeches, conversations, and email to encourage participation in leadership opportunities outside of the club, and to help groom those members and current DEC members for their future roles.

My Concerns:

Expectation to create District Success Plan, District Budget, and Financial Audits

You will work with the DEC, and primarily the remaining trio, to create a District Success Plan and District Budget. You will also work with the Finance Manager to ensure the annual and semi-annual audits are conducted and submitted.

My Concerns:

Expectation to respond to most communications within 24 hours

Communication is critical to effective teamwork. Where practical, email or calls requesting information or action should be acknowledged within 24 hours even if only to provide a realistic estimate of when the action or information can be provided. Notify the DEC when an extended absence is planned.

My Concerns:

I hereby acknowledge these expectations with the noted concerns.

Signature:
