



# The Toastmaster Structure

## What's Inside:

Home Club .....	Page 2
Neighborhood.....	Page 3
Community .....	Page 4
Doorway to the World .....	Page 5

## District 28 Toastmasters

District 28 is comprised of approximately 130 clubs in eight Divisions, spread across SE Michigan, NW Ohio, and SW Ontario, including the cities of Detroit, Toledo, and Windsor.

Formed in 1947, District 28 has produced two International Presidents, as well as several members of the International Board of Directors. In 2006, District 28 became the first in the world to create its own Strategic Plan to complement Toastmaster International requirements.

Up-to-date information on the District—including contact information, links to club websites, and District events—are available on the website:

<http://d28toastmasters.org>

Learn more about Toastmasters International, purchase manuals and even some bling, at the international site:

<http://www.toastmasters.org>

We hope this short document will help you understand the structure of Toastmasters around the planet, and to recognize some of the awesome opportunities awaiting you along your Toastmaster journey.

Welcome to the family!

The District 28 Executive Committee

## Home Sweet Home

When Dorothy said, “There’s no place like home,” she meant Kansas, of course, but her statement applies equally to your home club, your front door into the international organization that is Toastmasters. Here you present the speeches from the Competent Communicator manual. Here you gain leadership experience by taking on specific roles at meetings and earning your Competent Leader designation. Here you begin the deeper journey through the Advanced Manuals.

Everything begins at your home club: your personal Toastmaster journey, the awards given to individual clubs in the Distinguished Club Program, and the speech competitions that go all the way to the World Championship of Public Speaking.

Each club within the District follows the same Executive Committee structure, with seven officers. Club members are encouraged to take on officer positions, whose terms generally run for one year. Some clubs change their Executive Committee every six months. The Officer roles are:

President	Responsible for opening and closing each club meeting and Executive Committee meeting. Acts as liaison from the club to the Area Leadership (see next section).
VP of Education	Responsible for tracking each member’s advancement through the speech projects from their first speech to earning the DTM (Distinguished Toastmaster) designation, and managing the club’s DCP (Distinguished Club Program) progress. Also responsible for creating and managing the agenda for each club meeting.
VP of Membership	Handles inquiries regarding the club, works with prospective and/or new members to create mentoring relationships, keeps in touch with everyone, keeps everyone in touch.
VP of PR	Responsible for the promotion of the club through various channels, including updates to the club website.
Treasurer	Responsible for the collection, documentation, and processing of membership applications and dues.
Secretary	Records minutes of the Club Business meetings, and Executive Committee meetings.
Sargent-at-Arms	Responsible for room set-up, maintenance of club documents, etc.

Once you have served your club as an officer, consider stepping up to a broader role, which you will learn about in the following pages.

**Next up: Your local Area**

## Won't You Be My Neighbor?

Your home club is the center of your Toastmaster solar system, so to speak. But there's always a lot happening outside your front door, isn't there? Let's take a look at the next level of the Toastmasters hierarchy:

The AREA.

Your Toastmasters AREA is your neighborhood. When you move into a new home, one of the first things you do is meet the people next door and across the street, right? Eventually you meet and interact with people on the next street, and then a few blocks over.

Moving into Toastmasters is the same thing. The people across the street and next door are the members of your home club. The next street over, and a few blocks away, are the other clubs that comprise your AREA—a group of four or five clubs in a geographic area. Ask your club president to tell you about your Area, and introduce yourself to your Area Director when they come for their formal visits.

Toastmasters is a worldwide organization striving to keep local clubs personal and comfortable, while managing a membership of more than 300,000 people across the globe. That's a lot of data and financial transactions to handle, so the Toastmasters world is built up from the club into increasingly larger segments.

Your Area Director brings the leadership and membership of several clubs together in several ways:

1. Conducts club visits twice each year to understand and assist in whatever the club needs, which might include answering policy questions, setting up speech competitions, and working in the Distinguished Club Program (DCP).
2. Acts as liaison between the Club, the Division, and the District.
3. Bring the leadership and members of the Area clubs together for competitions and networking.

Are you beginning to see the bigger picture? We've defined your home, your neighborhood, and now we'll take a look at your broader Community—the Division.

## Your Community: The Toastmaster Division

Your Club is your home, your Area is your neighborhood, and now we venture out a bit farther, to the Division.

Just as an Area is a collection of clubs, a Division is a collection of four or five Areas. There are seven Divisions within District 28, Named Division A through I. Your Area Director reports to the Division Director.

As you become more involved in Toastmasters, you may be asked to speak at clubs outside your home club or Area. You may be asked to act as Toastmaster for a club or Area competition, or to judge a competition outside of your Division.

Your Division Director brings the Area Directors in the Division together in several ways:

1. Encourages and reminds Area Directors of upcoming events.
2. Provides appropriate examples of Toastmasters forms, etc. necessary to fulfill the Director's duties.
3. Acts as liaison between the represented Areas and the District.
4. Oversees events such as Division competitions.

Our home clubs are like the teams in an organization—with team leaders that report to a group head, who reports to a department head, who reports to a division head, who reports to... who reports to... all the way up to the Chair of the Board of Directors worldwide.

That's all the rungs there are in the local ladder—each one taking you a step higher, a bit farther afield, with the top rung being the last one we'll discuss here: The District.

## Your Doorway to the World: District 28

District 28 is comprised of SE Michigan, NW Ohio, and SW Ontario, Canada. The District includes the major cities of Detroit, Toledo, and Windsor.

District 28 is part of Region 6, which encompasses the lower peninsula and the eastern half of the upper peninsula of Michigan, the NW corner of Ohio, a small section of NW Pennsylvania, and the provinces of Ontario and Quebec in Canada.

District Leadership includes seven officers, and the Immediate Past District Director.

The District Director, the Program Quality Director, and the Club Growth Director are referred to collectively as “The TRIO.”

The District, Division, and Area Directors meet monthly as the District Executive Council (DEC).

The District puts on two weekend-long conferences each year, spring and fall. District competitions are held at the conferences.

A complete list of the District, Division, and Area Directors, including email addresses, is available at: <http://d28toastmasters.org/people/district-officers/>

## How Far Will You Go?

The saying, “If you want to get all you can out of Toastmasters, you will never get out of Toastmasters” rings true for many of the people involved in District 28.

Whether you are just beginning your Toastmaster journey or have been involved in your club for years, the more involved you become, the more you will grow and the deeper your experience will be.

How much do you want to get out of your membership? How far do you want to go in your career? How much time and energy are you willing to invest in yourself? How far will you go?

Talk to your club President or Area Director about the opportunities available to you outside of your home club.