

LEADERSHIP ROLES



DISTRICT DIRECTOR

As the district director, you are responsible for directly administering and overseeing the district's day-to-day operations, finances and human resources.

Fortunately, you have a team of district leaders to help you fulfill these responsibilities. You must empower your district leadership team members to work together toward the district mission, while supporting each one in his or her development as a leader. Together with your district leadership team, you participate in District Leader Training, Mid-year Training and online training via the District Leader Tutorials on the Toastmasters International website.

To serve as district director, you must have served at least six consecutive months as a club president and at least 12 consecutive months as a program quality director, club growth director or division director, or a combination thereof at the time you take office. See **District Administrative Bylaws**, Article VII: Officers, (d) Qualifications.



DISTRICT DIRECTOR RESPONSIBILITIES

Guidance

The district director supervises and guides all elected and appointed district leaders and is responsible for their success. Your leadership skills provide more than just a means of directing and facilitating the work of the district; your personal leadership style sets the tone and direction for the entire district.

It is the district director who inspires and motivates team members to achieve goals, keeping in mind their development needs.

The district director delegates tasks and authority as appropriate.

When conflicts arise, the district director assists in their resolution.

The district director collaborates with people inside and outside of the district to achieve district goals.

Financial Resources

As district director, you have fiduciary responsibility and are accountable for the district's management of funds that support the district mission. You administer and oversee the district's financial resources.

Along with the district executive committee, the district director prepares the district budget to be approved by the district council.

The district director authorizes all purchases on behalf of the district.

For a full list of district director competencies, visit www.toastmasters.org/districtleadercompetencies.

District Director Resources

District Leader Tools	www.toastmasters.org/districtleadertoolkit
District Success Plan	www.toastmasters.org/dsp
District Finance	www.toastmasters.org/districtfinance
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
Governing documents	www.toastmasters.org/govdocs
District Leader Tutorials	www.toastmasters.org/districtttutorials
<i>Toastmasters International District Recognition Program</i> (Item 1490)	www.toastmasters.org/1490
Distinguished Performance Reports	www.toastmasters.org/distinguishedperformancereports
<i>Managing District Finances: A Guide for District Leaders</i> (Item 1307)	www.toastmasters.org/1307

Presiding Officer

At district executive committee meetings and district council meetings, the district director serves as presiding officer. This means the district director manages the proceedings and keeps the agenda moving forward. As district director, you are expected to manage procedural matters in the conduct of the meeting, and to apply *Robert's Rules of Order Newly Revised* when applicable. You may purchase this book at amazon.com.

It is the district director's responsibility to appoint district leaders and committees as provided for in the **District Administrative Bylaws**, subject to approval by the district council.

Operations

The district director works with Toastmasters International on matters related to district operations.

It is the district director who is responsible for preparing and submitting all plans and reports to World Headquarters.

The district director leads the district to success by helping clubs reach goals related to education, membership and training.

The district director has a working knowledge of Toastmasters governing documents and manuals for district and club leaders.

To serve the needs of members, the district director is adaptable and willing to change when needed.

DISTRICT ADMINISTRATIVE BYLAWS

Article VII: Officers, (b) Elective Officers

No district officer may be re-elected to the same office for succeeding terms in which a full year has been served, except that the division directors may be re-elected to succeed themselves for one term.

Article VIII: Duties of Officers

a. In General

The district officers shall have such obligations, responsibilities, and duties as may be set forth in policies prescribed from time to time by the Board of Directors or in the [Articles of Incorporation](#) or [Bylaws of Toastmasters International](#), in these administrative bylaws, or in standing rules or policies adopted by the district council of this district. The authority delegated by the Board of Directors of Toastmasters International to district officers to act as stewards of Toastmasters International's resources in the district is subject at all times to the ultimate direction of the Board.

b. District Director

The district director shall report to and take direction from the district council in matters pertaining to district organization, programs, and procedures, but the district director shall be ultimately responsible to the Board of Directors in the exercise of his or her powers and duties. The district director shall uphold and promote the purposes of Toastmasters International in the district. As the representative of Toastmasters International, the district director, personally and through the program quality director and club growth director, shall carry out the programs approved by the Board of Directors and the district council. The district director presides at all meetings of the district council and the district executive committee; fills such appointive offices as are provided for in these administrative bylaws, subject to the approval of the district executive committee and confirmation by the district council; authorizes withdrawals of district funds, in the manner and to the extent provided in [Article XII](#) of these administrative bylaws; and must approve all withdrawals chargeable to the district on the books of Toastmasters International. By the published deadlines, the district director shall submit to the Board of Directors any reports that may be required by the Board of Directors. The district director shall provide to each member club in this district and to World Headquarters, copies of the adopted budget, the report of the audit committee, and such other reports as the Board of Directors from time to time may require. The district director shall furnish World Headquarters with such information as the Board of Directors from time to time may require before the district shall be eligible to withdraw funds of Toastmasters International authorized by the Board of Directors for district activities and operations.

c. Program Quality Director

The program quality director is the second-ranking member of the district executive committee, and presides over that body and the district council in

the absence of the district director. The program quality director assists the education committees of the member clubs and areas and divisions of the district in utilizing the educational programs and materials of Toastmasters International and has the responsibility for: promoting and supporting club quality and member retention; the training of all division, area and club officers; the preparing and conducting of educational programs for district conferences; the supervising and coordinating of district-wide speech contests; and the formulating of specific educational recognition programs. The program quality director shall attend district council meetings.

d. Club Growth Director

The club growth director is the third-ranking member of the district executive committee and presides over that body and the district council in the absence of the district director and program quality director. The club growth director is responsible for the development, direction, and coordination of an overall marketing plan necessary for building new member clubs; the increase in individual membership and retaining clubs in the district; the recruitment and training of district marketing teams; and the formulation of specific membership building recognition programs. The club growth director shall attend district council meetings.

e. Public Relations Manager

The public relations manager serves under the direction of the district director and is responsible for the development and administration of a public relations program that will provide improved understanding by individual members of clubs and the public of the opportunities available for personal development in the Toastmasters International Communication and Leadership Programs.

f. Division Directors

The division directors shall coordinate the activities of area directors within the division and provide area officers with a supervisory head for counsel, information, and service.

g. Area Directors

The area directors shall be responsible for the member clubs within their areas and shall represent the district director and, if applicable, the division director to the clubs in their areas. As presiding officer of the area council, the area director shall hold regular area council meetings, and shall 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. The area director shall perform such other duties as the district director and district council may prescribe.

h. District Administration Manager

The district administration manager shall have custody of this district's

administrative bylaws and all other records and documents of this district; shall keep the minutes of the meetings of the district council and district executive committee; and shall transmit the same to the successor. The district administration manager shall have charge of all district correspondence, and shall perform such other duties as may be prescribed by the district director or district council.

i. **District Finance Manager**

The district finance manager shall have charge of all funds and other personal property of the district and shall transmit the accounts and all undistributed funds to the successor. The district finance manager shall disburse all funds upon order of the district director, as provided herein, and shall perform such other duties as may be prescribed by the district director or district council.