



DIVISION DIRECTOR

As division director, your job is to lead and support the division through the supervision and support of the area directors.

One of your primary goals as division director is to ensure that each club achieves its mission and fulfills its responsibilities to its members.

To achieve this, you coordinate division activities, set division goals and assist in the training of area and club leaders.

To serve as division director, you must have served at least six consecutive months as a member of a district council. The division director may be re-elected to one succeeding term. See **District Administrative Bylaws**, Article VII: Officers.



DIVISION DIRECTOR RESPONSIBILITIES

Guidance

As division director, you provide motivation, guidance and supervision to area directors to help them fulfill their roles and responsibilities.

This includes contacting area directors at least monthly to discuss progress in the Distinguished Area Program, club visits and the Distinguished Club Program.

Division Progress

The division director participates in division director training provided by the district.

As division director, you report regularly to the district director, program quality director and club growth director on division progress.

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

Division Director Resources

<i>How to Build a Toastmasters Club</i> (Item 121)	www.toastmasters.org/build
<i>Club Leadership Handbook</i> (Item 1310)	www.toastmasters.org/1310
<i>Toastmasters International District Recognition Program</i> (Item 1490)	www.toastmasters.org/1490
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
<i>Training Club Leaders</i> (Item 217)	www.toastmasters.org/217
Governing documents	www.toastmasters.org/govdocs

Division Council

The division director serves as division council chair, holding at least two division council meetings each year.

At division council meetings, the division discusses each area's and each club's plan, goals and progress in their Distinguished programs and the need for assistance.

The division director reviews club leader training plans and achievements at the division council meetings.

As division director, you also discuss plans for division speech contests at division council meetings.

Distinguished Programs

As division director, you are responsible for your division achieving Distinguished division recognition.

It is also your job to assist area directors and clubs in achieving Distinguished recognition.

Speech Contests

The division director coordinates division speech contests and assists the area director with area speech contests.

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.