



PROGRAM QUALITY DIRECTOR

As the program quality director, you are responsible for all aspects of education and training within the district. This includes supporting quality club programming efforts, promoting the Distinguished Club Program and planning, organizing and executing the district conference. You are also responsible for promoting and supporting club quality and member retention.

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 be program quality director, you must have served at least six consecutive months as club president and at least 12 consecutive months as a program quality director, club growth director, division director or area director. Once you serve as program quality director for a full year, you may not be re-elected to the same office for a succeeding term. See **District Administrative Bylaws**, Article VII: Officers.



PROGRAM QUALITY DIRECTOR RESPONSIBILITIES

Education Goals

As program quality director, you promote all members in achieving education awards and recognizing those achievements.

The program quality director oversees and promotes training for club, area and division officers.

As program quality director, you are familiar with education and training resources on the Toastmasters website as well as manuals for club and district leaders.

Training Programs

As program quality director, you plan, organize and direct the district's training programs.

It is your responsibility to make sure division, area and club leaders are properly trained to fulfill their roles and responsibilities.

Part of your training program duties involve selecting training coordinators and facilitators to conduct district training programs and supporting them in their efforts.

As program quality director, you are responsible for managing a network of trainers as well as soliciting feedback from training participants regarding the trainers.

As your administrative year comes to a close, work closely with the incoming program quality director so that training programs transition smoothly.

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

Program Quality Director Resources

District Leader Tools	www.toastmasters.org/districtleadertoolkit
Speech contests	www.toastmasters.org/speechcontests
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
Speech contest frequently asked questions	www.toastmasters.org/speechcontestfaq
The Toastmasters Education Program	www.toastmasters.org/membereducation
Training club and district leaders	www.toastmasters.org/districttraining
<i>How to Be a Distinguished Club</i> (Item 299)	www.toastmasters.org/299
District Leader Tutorials	www.toastmasters.org/districttutorials
Governing documents	www.toastmasters.org/govdocs
<i>Managing District Finances: A Guide for District Leaders</i> (Item 1307)	www.toastmasters.org/1307
Tools and products for district conferences	www.toastmasters.org/districtproductguide

District Executive Committee

The program quality director is the second-ranking member of the district executive committee. In the absence of the district director, the program quality director presides over the body.

In consultation with and subject to the approval of the district director, you appoint a district conference chair, training coordinators and committee chairs to promote education achievements within clubs.

District Conference

It is the program quality director who is responsible for all aspects of the district conference. You plan, organize and direct the event.

As program quality director, you supervise the selection of the district conference site.

You are responsible for the educational content presented at the conference.

Speech Contests

As program quality director, you coordinate and supervise the International Speech Contest at the district level.

You are responsible for all district speech contests at the club, area, division, and district levels.

The program quality director facilitates a smooth flow of information at speech contests.

As program quality director, you have a working knowledge of the *Speech Contest Rulebook* (Item 1171).

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.