



## District Executive Committee

- **District Director** – elected  
*Oversees all functions of the District to meet district goals*
- **Program Quality Director** – elected  
*Oversees Education & Training for the District to fulfill DCP and lead clubs, areas, divisions & the district to distinguished status*
- **Club Growth Director** – elected  
*Oversees all new club building activities, club coach and mentoring program and member retention*
- **Public Relations Manager** – appointed  
*Responsible for external and internal promotion of Toastmasters / District*
- **Finance Manager** – appointed  
*Responsible for district finances*
- **Administration Manager** – appointed  
*Record attendance & minutes at DEC and District Council meetings*
- **Division Director** – elected  
*Oversees Area Directors, creates division success plan, chairs division contests*
- **Area Director** – appointed  
*Supports clubs in the area. Visits clubs & submits official visit report twice a year, chairs area contests*

## Other District Committees, including:

- **Realignment Committee member**  
*Assist with realignment of clubs as appropriate, position usually held by Division Director*
- **District Leadership Committee Chair and Committee Member**  
*By invitation, assist the Leadership Committee Chair with interviews of prospective elected District Officers – Trio and Division Directors*
- **Audit Committee Chair and Member**  
*Review Receipts and financials and report to Toastmasters International*
- **Speakers Bureau Chair, Co-Chair & Advisor**  
*Supports the district Speakers Bureau by coordinating qualifier events, maintaining the website, etc.*
- **Technical Chair, optional role**  
*Supports the district technical needs by advising, installing technology as required*

## District Director's Team

*Supports the District Director, either with specific projects or throughout the year, to help reach District goals. Includes, but is not limited to:*

- **Parliamentarian** – appointed  
*Provides advice on parliamentary procedure and the efficient conducting of business meetings when requested by the District Director*
- **Logistics Manager** – appointed  
*Responsible for setting up rooms, starting meetings on time, acting as timer at DEC meetings and TLIs*

## Program Quality Director's Team & Committees

*Assists the Program Quality Director with coordinating training and meetings at TLIs, DEC, and the District Conference*

- **Training/Education Committee, optional role**  
*Present educational workshops, TLI training*
- **Conference Advisor**  
*Provides advice, counsel & guidance on activities, events and planning for the conference*
- **Conference Chair**  
*Responsible for organizing the entire conference & ensuring its success*
- **Conference Committee Members**
  - *Assist the Conference Chair with conducting the conference. Members of the Conference Committee usually recruit teams to assist them in their roles, which include:*
  - *Conference Technology Chair – technology setup and support*
  - *Conference Registration Chair – managing online and day-of-event registration*
  - *Conference Education Chair – appointed by the PQD, oversees development of conference workshops that promote the Toastmasters Mission*
  - *Conference Activators Chair – forms a team of activators/session facilitators to ensure a Toastmaster is present at all session workshops to introduce the speaker, serve as timer, collect evaluations, etc.*
  - *Contest Chair – Facilitates both contests and ensures that all roles are filled by qualified Toastmasters, contestants are prepared to compete, and the contests run smoothly*



- *Conference Silent Auction Chair – Solicits donations, organizes the event, and ensures payment is received and items are picked up*
- *Conference Raffle Chair – sells raffle tickets before and/or during the conference*
- *Conference First-Timers Chair – Welcome and orient first-time conference participants*
- *Conference Facilities Chair – identify facility needs and coordinate with hotel management*
- *Conference Friday Night Fun Chair – Plans a fun, interactive, & engaging activity or event for Friday evening*
- *Photographer – documents the conference events, activities, and photo-op moments through photos & video*
- *Conference Sergeant at Arms – Guide and direct conference attendees, deliver five-minute warnings before sessions, serve as sergeant-at-arms for district contests*
- **District Contest Functionaries**
  - *District Contest Chief Judge, optional role*
  - *Serves as chief judge for district contests, briefing judges, ballot counters and timers, collects all forms, presides over ballot counting, prepares award certificates, and handles any objections that may arise*
  - *District Contest Toastmaster*
  - *Briefs contestants, presides over contest, presents Certificates of Participation & interviews contestants*
  - *Judges, Timers, Ballot Counters, Sergeants-at-Arms*
  - *There are additional opportunities to serve as a contest functionary, greeter/treasurer, set-up and other. Appointed by Area or Division Director*
- **Hospitality/Registration at TLI**

*Prepare check-in logs & check-in desk, greet Toastmasters*
- **Trainer at TLI**

*Presents training material for club roles or other workshops at the TLI*
- **Workshop Presenters**

*Present workshops supporting the Toastmasters and District missions at the District Conference, TLIs, or as independent events*

## Club Growth Director's Team & Committees

*Assist the Club Growth Director with chartering new clubs, coaching and mentoring programs*

- **Club Extension Chair, Club Sponsor**

*Club Extension Chair responds to leads, coordinates club sponsors. Organize a new club, complete paperwork, plan charter*
- **Club Quality Chair, Club Mentor**

*Club Quality Chair recommends mentors to CGD for assignment. Mentor guides new club for first six to 12 months in meeting protocol and advises how to achieve club goals. May join the club*
- **Club Retention Chair, Club Coach**

*Club Retention Chair coordinates club coaches, recommends to CGD for assignment. Coach guides officers and members of a low-membership club, provide direction and feedback to achieve club goals*
- **District 28 Kick-off Meeting Member**

*Work with a club kick-off team to present a demonstration or kickoff meeting to potential clubs*
- **Trade Show Presence Coordinator**

*Identify opportunities to market Toastmasters at events, be present at events to provide information*

## Public Relations Manager's Team

*Supports the District's PR presence and communications channels, internal and external.*

- **Newsletter Editor – The Bridge**

*Review, edit content for District newsletter. Create and publish newsletter*
- **Webmaster**

*Maintain and update the District website, work with the Trio as needed*
- **Writer for The Bridge and/or Website**

*Research and create content for the District newsletter and/or website. Subject to approval by newsletter editor and/or webmaster. May work with the Trio for requested content*
- **Social Media Champion**

*Manage Twitter, Facebook, Meetup, and others for PR through social media presence*