

DISTRICT LEADER NOMINATING FORM



These materials are confidential. District Leadership Committee (DLC), upon completion of voting, submit all forms to the committee chair to destroy after the final report has been distributed to the district director.

Are you interested in nominating yourself or someone else for a district leader position? If so, please complete the form below and submit it to your district director or to the DLC. If you are nominating someone besides yourself, you may submit more than one person's name for each position.

To be nominated or elected and to hold office, a member must meet the following requirements:

- ▶ **Be a member in good standing of a Toastmasters club in good standing.**
- ▶ Meet the **qualifications** of the position.
- ▶ Consent to being nominated and sign the **Officer Agreement and Release Statement**.

I wish to have the director or DLC consider the following member for the office of:

- District Director
- Program Quality Director
- Club Growth Director
- Division Director (please specify division _____)

If applicable:

- Area Director (please specify area _____/division _____)
- Administration Manager
- Finance Manager
- Public Relations Manager

Name of nominee _____ Are you nominating yourself? Yes No

Address _____

City _____

State/Province _____ Postal code _____ Country _____

Telephone _____ Member number _____

Email _____

Home club name _____ Club number _____

Educational Awards CC ACB ACS ACG CL ALB ALS DTM

Other _____

To assist the district leadership committee member in their deliberations, please attach:

- ▶ Additional information you would like to include about this candidate.
- ▶ A description of any club and district offices held by the nominee (include dates of service if possible).
- ▶ Why you believe the nominee should be considered for the specified position.

Submitted by _____ Date _____

Email completed forms to Bill Simpson at williamsimpsontm@gmail.com by February 15, 2018.

Forms are submitted directly to district director/DLC. Please see your district website for specifics.

<https://www.toastmasters.org/Leadership-Central/District-Websites>

CALL FOR NOMINATIONS

DISTRICT LEADER QUALIFICATIONS AND RESPONSIBILITIES



DISTRICT PURPOSE

The purpose of this district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of this district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- ▶ Focusing on the critical success factors as specified by the district educational and membership goals.
- ▶ Ensuring that each club effectively fulfills its responsibilities to its individual members.
- ▶ Providing effective training and leadership development opportunities for club and district officers.

DISTRICT MISSION

We build new clubs and support all clubs in achieving excellence.

TOASTMASTERS INTERNATIONAL MISSION

We empower individuals to become more effective communicators and leaders.

TOASTMASTERS INTERNATIONAL VALUES

Integrity, Respect, Service and Excellence.

TOASTMASTERS INTERNATIONAL ENVISIONED FUTURE

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

ELECTED LEADER POSITIONS

All positions must be held by a member in good standing of a Toastmasters club in good standing. The responsibilities and qualifications of each elected leader position are as follows:

DISTRICT DIRECTOR

As the district's chief executive officer, direct the district in a way which fosters strong clubs; produces maximum growth in education completions, clubs and membership; and be consistent with the interests of members of Toastmasters International. Motivate the district to achieve Distinguished recognition. Achieve the mission of the district in a manner that motivates volunteer leaders and promotes a standard of excellence in all district activities.

Qualifications

At the time of taking office, the district director shall 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.

PROGRAM QUALITY DIRECTOR

Under the guidance of the district director, strive to have every club and each member reap the benefits of Toastmasters and to have every club become Distinguished. Provides direction and counsel to division directors, area directors, and club officers on the educational opportunities in Toastmasters. Design and conduct successful district training programs, conferences, and other district educational events.

Qualifications

At the time of taking office, the program quality director shall 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 an area director or a combination thereof.

CLUB GROWTH DIRECTOR

Under guidance of the district director, make the benefits of Toastmasters membership available to greater numbers of people. Plan, develop, implement, and direct district marketing objectives. Develop and direct programs for new club development, club rescue efforts, club membership promotion, and membership retention. Achieve Distinguished District goals for membership and club growth. Promote standards of service to the member and to the club.

Qualifications

At the time of taking office, the club growth director shall have served at least six consecutive months as a club president and at least 12 consecutive months as a program quality director, a club growth director or division director, area director or a combination thereof.

DIVISION DIRECTOR

Achieve the mission of the district within the division, accomplishing district goals in membership building and retention, club extension, and educational accomplishments. Ensure that each club realizes its mission and fulfills its responsibilities to members. Achieve Distinguished Division Program goals and ensure that areas and clubs within the division achieve Distinguished recognition. Serve the division clubs by providing district support and resources through the area directors.

Qualifications

At the time of taking office, the division director shall have served at least six consecutive months as a member of a district council.

CALL FOR NOMINATIONS

DISTRICT LEADER QUALIFICATIONS AND RESPONSIBILITIES



OTHER POSITIONS

The following positions are either elected or appointed by the district director:

AREA DIRECTOR

Provide district contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to members. Help clubs by keeping in regular contact with club presidents in the area and by visiting each club at least twice during the year. Achieve Distinguished Area Program goals and ensure that each area club is Distinguished.

Qualifications

At the time of taking office, insofar as practicable, the area directors shall have served as members of a district council.

ADMINISTRATION MANAGER

Help the district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other meetings. Serve as upholder of the District Administrative Bylaws and policies.

Qualifications

At the time of taking office, the administration manager should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions, has access to a personal computer and is able to reproduce materials.

FINANCE MANAGER

Establish and maintain effective fiscal management of the district. Promote the growth of Toastmasters by providing sound fiscal guidance to the district. Produce monthly reports reflecting the district's financial status, and ensure that expenditures remain within the budget approved by the district council. Ensure that the district maintains the financial controls established by Toastmasters International.

Qualifications

At the time of taking office, the finance manager should have accounting experience and understand basic bookkeeping practices.

PUBLIC RELATIONS MANAGER

Work under the direction of the district director. Help maintain communication between the district and its members and work to increase public awareness of Toastmasters International through the media. Prepare a public relations program designed to achieve goals for membership growth, club growth, and educational achievements in clubs and achievement in the Distinguished Club Program. Promote district conferences and leadership training opportunities within the district.

Qualifications

At the time of taking office, the public relations manager should possess experience in and core understanding of public relations.

If you or if someone you know of would like to serve in one of these positions, please submit the District Leader Nominating Form to the district director or District Leadership Committee.

OFFICER AGREEMENT AND RELEASE STATEMENT



Directions

Toastmasters International requires that any candidate running for and/or holding office, whether elected or appointed, agrees to and signs the Officer Agreement and Release Statement below. Please submit your signed statement to the chair of the District leadership committee (DLC). Completed statements will be submitted to the district director. Then, only the statements of newly elected and appointed leaders will be sent to District Services at World Headquarters (districts@toastmasters.org) to be kept on file.

Officer Agreement and Release Statement

Consistent with my desire to take personal responsibility for my conduct, individually and as an officer of Toastmasters International and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents of Toastmasters International and my club. I will fully comply with my fiduciary duties to Toastmasters International under its governing documents and the law of the land. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

Confirmation

I have read and agree to the terms and conditions of the Officer Agreement and Release Statement.

Full name (please print) _____ Member Number _____

Officer position _____

Area (if applicable) _____ Division (if applicable) _____ District _____

Signature _____ Date _____