



# DISTRICT LEADER BIOGRAPHICAL INFORMATION

Candidate's Name:

Candidate's Office:  District Number:

Toastmasters member since:

Education:

**Bachelor of Electronic Engineering Technology (BEET) from ETI Technical College. Graduated Magna Cum Laude.**

Toastmasters offices held and terms of service:

**District positions: Area 10 Governor, July 2013- June 2014. Division C Governor, Jan. 29, 2014-June 30, 2014.**

**President of Eastside Advanced Toastmasters, July 2017- June 2018**

**See list: TriciaSpayer\_Officer-Positions-Held-Feb-2-2020.pdf**

Toastmasters honors and recognition:

**I achieved my DTM in 2017.**

**I worked as a driver behind-the-scenes to help my home club, Impact Toastmasters, achieve President's Distinguished award for the last seven years in a row.**

Relevant work experience and how it relates to Toastmasters and your role as a District leader:

**I have been a Technical Communicator for 24 years, which means I translate complex engineering systems into understandable instructions for the public. I can do the same with Toastmasters' rule books, Pathways, and procedures - for our members. I have also served as a leader in my professional association since 2000, from local Chapter President to an elected position as a Board member on the International Board of Directors. These volunteer roles are similar to Toastmasters volunteer roles, and I will apply my experience to the District role.**

What experience do you have in strategic planning?

**I served on the International Board of Directors for the Society for Technical Communication (STC), which is the oldest and largest organization for technical communicators. As a member of the Board, I helped set strategic direction for the Society, from setting policy, to developing new programs for the benefit of our members and the future of the Society. We also chartered committees to investigate certain aspects of membership, or award communities or individuals, or to suggest improvements. We had final voting rights on their suggestions, and implemented programs as we deemed fit.**

What experience do you have in the area of finance?

**I served as Treasurer for the Northeast Ohio Chapter of the Society for Technical Communication (NEO STC) for three years. I tracked chapter funding, submitted our budget to STC International, created a yearly Financial Report, and submitted the IRS tax return. I also served as Treasurer for two Toastmasters clubs. When on the STC Board of Directors, I helped approve the Society budget, set dues, set pay increases for staff, and helped the Society operate its programs within small budget restrictions.**

What experience do you have in developing procedures?

I have been a technical communicator for 24 years. In my career, it is fundamental to develop clear, concise procedures, so that users can 1) easily find information, 2) understand the information, and 3) remain safe while using industrial equipment. I put myself in the shoes of the user, so that I include pertinent information in the procedures, such as prerequisites, potential errors, and expected results.

What lessons did you learn from previous leadership positions?

I have learned to: communicate, communicate, communicate! I also learned to let go of perfectionism, to not be a control freak, nor micromanage teams. I have made mistakes in my positions as a leader, and openly admit these mistakes and have learned from them. I know my limitations, and rely on the team as a whole to accomplish goals. Leadership is not about me - it's about the members and the vision of the organization.

Why do you want to serve as a District leader?

Toastmasters has had a life-changing effect on me, and I want to give back. I have the utmost respect for our current and past District leaders, and I want to help continue the excellent programs and momentum that they have begun, to keep improving our District. I also want to inspire Toastmasters who may feel as shy and insecure as I have, that they have the potential to be a District leader.

In your opinion, what are the District mission's major objectives and how would you work to achieve them?

The mission includes supporting all clubs in achieving excellence. This means to me that each member has joined for a reason, and that clubs need to provide the opportunity for each member to receive the highest value possible from their memberships. With this (2020-2021) being the first year that our District is working exclusively in Pathways, I want to help members embrace and understand Pathways, especially those who have worked in the traditional program who may resist Pathways. I'd like to continue the webinars and outreach programs the District has already begun. In addition, my emphasis would be on mentoring. It doesn't matter if you've been around TM for decades or are new. A mentor can see things that you cannot, and can help push you to achieve higher goals.

Additional information about yourself:

I lead with quiet power. I may not choose to be in the spotlight, but I am a leader who helps develop others, who delights in others' accomplishments, and empowers others to achieve their full potential. I am intentional, self-reliant, and deliberate in my duties, and I feel that I embody Toastmasters' core values of Integrity, Respect, Service, in Excellence in everything that I do. My personal core values are Quality and Fun. I make sure that everything I do and deliver is the highest quality, and when leading teams, my motto is: If you don't have fun, nothing will get done!