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 officers and District leaders.

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 CORE 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.

DISTRICT LEADER POSITIONS

An elective officer must have been an active member of a Toastmasters club in good standing for 12 consecutive months within that past three (3) years, in the District in which the officer shall serve. If the candidate's club is newly assigned to a District, the individual's membership eligibility to serve as a District officer is valid in the new District.

DISTRICT DIRECTOR

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 Club Growth Director in the District in which they shall serve.

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 Club Growth Director, Program Quality Director, Division Director, Area Director or a combination thereof in the District in which they shall serve.

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 Club Growth Director, Program Quality Director, Division Director, Area Director or a combination thereof in the District in which they shall serve.

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. To the degree practicable, they will have served as a member of the District Council in the District in which they shall serve.

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 Director shall have served as a member of a District Council in the District in which they shall serve.

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 chair.

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Item 450B Rev. 10/2026