



How District Leader Roles Build

REAL-WORLD SKILLS

**See the real impact of District
leadership on *your* future.**



• • **District Director** •

As District Director, you set the vision, energy, and strategic direction for your entire District.

What You'll Do

- Participate in District Leader Training, Mid-year Training, and online tutorials
- Lead the District Executive Committee in developing and monitoring the District Success Plan
- Inspire and empower Division Directors, Area Directors, and club leaders
- Guide the District toward Distinguished status through strategic planning
- Build a strong leadership team by selecting the best people for District positions
- Participate in regular performance check ins with the Region Advisor
- Conduct regular leadership team meetings to review progress
- Collaborate with other District leaders and external organizations to advance District goals
- Make decisive choices to resolve District issues quickly
- Mentor and support other District leaders in their development
- Ensure compliance with Toastmasters policies and procedures

Real-World Skills

- Executive-level strategic thinking and planning
- Team building and leadership development
- Inspiring and motivating large groups toward shared goals
- Problem-solving and analytical thinking
- Managing diverse teams
- Delegating effectively
- Building collaborative partnerships
- Fiscal oversight
- Organizational management
- Conflict resolution
- Succession planning
- Change management and adaptability
- Accountability
- Public speaking and presentation skills



Program Quality Director

As **Program Quality Director**, you champion educational excellence and ensure every club and member benefits from the Toastmasters experience.

What You'll Do

- Participate in District Leader Training, Mid-year Training, and online tutorials
- Develop and conduct successful District training programs and conferences
- Guide Division Directors, Area Directors, and club officers on educational opportunities
- Maintain and oversee a strong network of qualified trainers
- Monitor club trends and prepare strategies to achieve at least 40% Distinguished Clubs
- Create club officer training agendas
- Recognize members and officers for their achievements
- Manage District speech contests according to rulebook requirements
- Collaborate with the District Director to track Distinguished Club Program progress
- Promote Toastmasters educational resources to clubs
- Manage a team to organize and plan the District conference

Real-World Skills

- Large-scale event planning and execution
- Training development and facilitation
- Data-driven decision-making
- Recognition and motivation techniques
- Educational program management
- Building and managing teams
- Trend analysis and forecasting
- Strategic resource allocation
- Brand compliance and customer experience strategies
- Public speaking and presentation skills



Club Growth Director

As **Club Growth Director**, you expand the reach of Toastmasters by building new clubs and supporting membership growth.

What You'll Do

- Participate in District Leader Training, Mid-year Training, and online tutorials
- Develop and implement a comprehensive District marketing plan
- Plan strategies to reach end-of-year club and membership targets
- Lead new club development initiatives
- Direct club rescue efforts for struggling clubs
- Recruit and support club coaches and sponsors
- Collaborate with internal and external organizations to further District goals
- Analyze District markets for growth opportunities
- Ensure marketing team understands chartering requirements
- Apply Toastmasters branding consistently across the District
- Provide regular quantitative feedback on District growth progress

Real-World Skills

- Strategic marketing and business development
- Market analysis
- Lead management
- Campaign planning and execution
- Coaching and mentoring
- Data analysis and metrics tracking
- Brand management and compliance
- Partnership development
- Sales and persuasion techniques
- Project management
- Creative problem-solving and innovation
- Public speaking and presentation skills



• • **Division Director** •

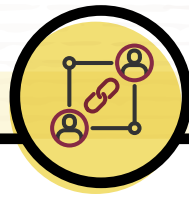
As Division Director, you lead your Division to success by supporting Area Directors and ensuring clubs achieve their missions.

What You'll Do

- Participate in Division Director training
- Coordinate Division activities and set Division goals
- Coach and mentor Area Directors in Toastmasters knowledge and procedures
- Assist in training Area and club leaders
- Analyze Division and Area statistics to plan for success
- Ensure clubs understand and strive for Distinguished recognition
- Collaborate with the District leadership team on club success strategies
- Provide guidance on applying Toastmasters policies and procedures
- Address Area Directors' concerns and issues proactively
- Support clubs in achieving Distinguished status

Real-World Skills

- Mid-level leadership and team supervision
- Coaching and mentoring skills
- Performance monitoring and feedback
- Data analysis and strategic planning
- Effective delegation
- Cross-functional collaboration
- Goal setting and achievement tracking
- Interpersonal communication
- Resource management and support



-
-
-

Area Director

As Area Director, you serve as the vital link between the District and clubs, providing direct support to help clubs thrive.

What You'll Do

- Participate in Area Director training
- Visit each club in your Area at least twice per year
- Maintain regular contact with Club Presidents
- Help clubs achieve Distinguished status
- Motivate members to set and achieve personal education and leadership goals
- Assist club officers in understanding Distinguished Club Program requirements
- Provide feedback on club performance and member needs
- Connect clubs with District resources and support
- Identify and address club challenges early
- Submit the Area Director's Club Visit Report for Round 1 and Round 2 reporting periods

Real-World Skills

- Front-line leadership and relationship building
- Active listening and needs assessment
- Motivational coaching techniques
- Regular reporting and accountability
- Problem identification and resolution
- Consultative support and guidance
- Time management across multiple accounts
- Diplomatic communication
- Follow-through and reliability
- Customer service excellence



Administration Manager

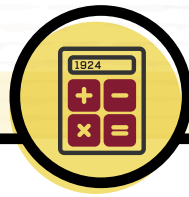
As **Administration Manager**, you keep the District organized and running smoothly through meticulous record-keeping.

What You'll Do

- Record and maintain accurate minutes of all District meetings
- Keep all District records, correspondence, and inventories organized
- Maintain materials in a logical and easily accessible system
- Serve as upholder of District Administrative Bylaws and Policies
- Understand deadlines and responsibilities of other District leaders
- Assist the District Director as needed
- Ensure thorough documentation of District business
- Maintain correspondence

Real-World Skills

- Advanced organizational systems and processes
- Professional writing and editing
- Attention to detail and accuracy
- Information management and archiving
- Meeting facilitation and documentation
- Understanding of governance procedures
- Time management and deadline adherence
- Administrative support
- Reliability and follow-through
- Technical proficiency with documentation tools



• • **Finance Manager** •

As Finance Manager, you ensure the District's financial health through careful planning and oversight.

What You'll Do

- Develop a fiscally responsible financial plan
- Monitor and forecast District financial performance
- Work closely with the District Director on financial decisions
- Produce accurate monthly financial reports
- Ensure expenditures remain within approved budget
- Apply generally accepted accounting practices
- Maintain financial controls established by Toastmasters International
- Report on financial activities in terms of organizational goals
- Enable District funds to be used in the most beneficial manner

Real-World Skills

- Financial planning and budget management
- Accounting principles and practices
- Financial analysis and forecasting
- Reporting and data presentation
- Fiscal responsibility and oversight
- Compliance with financial regulations
- Strategic resource allocation
- Attention to detail
- Collaborative decision-making
- Ethical financial stewardship



Public Relations Manager

As Public Relations Manager, you promote Toastmasters and increase awareness throughout your District and community.

What You'll Do

- Develop and maintain a District public relations strategy
- Write and distribute press releases and promotional materials
- Promote District conferences and leadership training opportunities
- Apply Toastmasters branding and online public relations resources
- Collaborate with stakeholders inside and outside Toastmasters
- Recognize member achievements publicly
- Support clubs with promoting Toastmasters to members and the public
- Create public relations activities to attract media attention
- Approach new target markets proactively
- Complete projects on time and to specifications

Real-World Skills

- Public relations and media strategy
- Content creation and copywriting
- Brand management and consistency
- Social media and digital marketing
- Stakeholder communication
- Creative campaign development
- Relationship building with media contacts
- Project management and deadlines
- Independent initiative and self-direction
- Promotional writing and storytelling



It's your time to lead with a District Leader Role!

Develop your executive-level skills while serving the Toastmasters community. Each role provides unique development opportunities that translate directly to career advancement.



You're ready for the next step.

Contact your District Director or District Leadership Committee chair to learn more about nomination opportunities.