

Leadership Roles

As a District leader, you will have many opportunities to assist the clubs and members in your District over the coming term, while also further developing your leadership skills. Self-evaluation forms are available to use and track your leadership development during your term. To find these forms, please visit the **District Leader Tools** webpage. We recommend taking the self-assessment monthly or bimonthly. Below, you will find a summary of each District leader position and helpful resources.

All District leaders must be active individual members of Member Clubs in good standing within the District where they are elected or appointed to serve and must be in good standing with Toastmasters International.

District Director ●

The District Director shall work together with the Program Quality Director and the Club Growth Director toward the District mission, while supporting each one in their respective roles and their development as a leader. As the District Director, you are responsible for directly administering and overseeing the District's day-to-day operations, finances, and human resources. You are the only officer who is authorized to sign off on contracts within your term.

You have a team of District leaders to help you fulfill these responsibilities. You must empower your District leadership team members to work together toward the District mission, while supporting each one in their development as a leader. Together with your Program Quality Director and Club Growth Director you are expected to participate in District Leader Training, Mid-year Training, and online training via **Pre-District Leader Tutorials** on the Toastmasters International website.

To serve as District Director, you must have been an active member of a Toastmasters club in good standing for the entire preceding 12 months, or have been a member for 12 consecutive months within that past three (3) years, in the District in which the you shall serve. You must 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 at the time you take office. The District Director may serve in their role for a full year and cannot be re-elected to the same office for a succeeding term. See **District Administrative Bylaws, Article VII: Officers**.

For a full list of District Director competencies, visit www.toastmasters.org/DistrictLeaderCompetencies.

District Director Responsibilities ●

Guidance

The District Director supervises and guides all elected and appointed District leaders and is responsible for their success. Your leadership skills provide more than just a means of directing and facilitating the work of the District; your personal leadership style sets the tone and direction for the entire District.

It is the District Director who inspires and motivates team members to achieve goals, keeping in mind their development needs.

The District Director delegates tasks and authority as appropriate.

When conflicts arise, the District Director assists in their resolution.

The District Director collaborates with people inside and outside of the District to achieve District goals.

Financial Resources

As District Director, you have fiduciary responsibility and are accountable for the District's management of funds

that support the District mission. You administer and oversee the District's financial resources.

Along with the District Executive Committee, the District Director prepares the District budget to be approved by the District Council.

The District Director authorizes all purchases on behalf of the District.

Chair

At District Executive Committee meetings and District Council meetings, the District Director serves as chair. This means the District Director manages the proceedings and keeps the agenda moving forward. As District Director, you are expected to manage procedural matters in the conduct of the meeting, and to apply *Robert's Rules of Order Newly Revised* when applicable. You may purchase this book online or at a local retailer.

It is the District Director's responsibility to appoint District leaders and Committees as provided for in the **District Administrative Bylaws**, subject to approval by the District Council.

Operations

The District Director works with Toastmasters International on matters related to District operations.

It is the District Director who is responsible for preparing and submitting all plans and reports to World Headquarters.

The District Director leads the District to success by helping clubs reach goals related to education, membership, and training.

The District Director has a working knowledge of Toastmasters governing documents and manuals for District leaders and club officers.

To serve the needs of members, the District Director collaborates with the Program Quality Director and Club Growth Director.

Division, Area, and Club Administration

The District Director monitors Division, Area, and club administration to ensure forms, reports, lists, and other information are submitted to World Headquarters in a timely manner. This includes the Area Director's Club Visit Report and club officer lists.

District Director Resources

District Leader Tools

District Success Plan

District Finance

Distinguished Club Program and Club Success Plan (Item 1111)

Governing documents

District Leader Tutorials

Toastmasters International District Recognition Program (Item 1490)

Distinguished Performance Reports

Managing District Finances: A Guide for District Leaders (Item 1307)