

Program Quality Director ●

The Program Quality Director shall work together with the District 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 Program Quality Director, you are responsible for all aspects of education and training within the District. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning, organizing, and executing the District conference. You are also responsible for promoting and supporting club quality and member retention.

Along with your District Director and Club Growth Director you are expected to participate in District Leader Training, Mid-year Training, and online training via **District Leader Tutorials** on the Toastmasters International website.

To be Program Quality Director, you must have served at least six consecutive months as Club President and at least 12 consecutive months as a Program Quality Director, Club Growth Director, Division Director, or Area Director. The Program Quality 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 Program Quality Director competencies, visit www.toastmasters.org/DistrictLeaderCompetencies.

Program Quality Director Responsibilities ●

Education Goals

As Program Quality Director, you promote all members in achieving education awards and recognizing those achievements.

The Program Quality Director oversees and promotes training for club officers, Area, and Division leaders..

As Program Quality Director, you are familiar with education and training resources on the Toastmasters website as well as manuals for club and District leaders.

Training Programs

As Program Quality Director, you plan, organize, and direct the District's training programs.

It is your responsibility to make sure Division and Area leaders and club officers are properly trained to fulfill their roles and responsibilities.

Part of your training program duties involve selecting training coordinators and facilitators to conduct District training programs and supporting them in their efforts.

As Program Quality Director, you are responsible for managing a network of trainers as well as soliciting feedback from training participants regarding the trainers.

As your administrative year comes to a close, work closely with the incoming Program Quality Director so that training programs transition smoothly.

District Executive Committee

The Program Quality Director is the second-ranking member of the District Executive Committee. In the absence of the District Director, the Program Quality Director chairs that body.

In consultation with and subject to the approval of the District Director, you appoint a District Conference Chair, training coordinators, and committee chairs to promote education achievements within clubs.

District Conference

It is the Program Quality Director who is responsible for all aspects of the District conference. You plan,

organize, and direct the event. You will be responsible for working with the District Director to ensure all costs and contracts are acceptable. The District Director will be the final signatory for all District event contracts.

As Program Quality Director, you supervise the selection of the District conference site.

You are responsible for the educational content presented at the conference.

Speech Contests

As Program Quality Director, you coordinate and supervise the International Speech Contest at the District level.

Keep in mind that all District-level speech contests are conducted only at the annual District conference. The

District-level International Speech Contest will need to be video recorded for region quarterfinals submission.

As Program Quality Director, you have a working knowledge of the **Speech Contest Rulebook** (Item 1171). Additional information can also be found in **Policy 6.0: Speech Contests**.

Division, Area, and Club Administration

The Program Quality 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.

Program Quality Director Resources

District Leader Tools

Speech contests

Speech Contest Rulebook (Item 1171)

Speech contest frequently asked questions

Region quarterfinals frequently asked questions

The Toastmasters Education Program

Training club and District leaders

How to Be a Distinguished Club (Item 299)

District Leader Tutorials

Governing documents

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

Tools and products for District conference

Toastmasters International District Recognition Program (Item 1490)