

# LEADERSHIP ROLES



## DISTRICT DIRECTOR

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.

Fortunately, 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 his or her development as a leader. Together with your district leadership team, you participate in District Leader Training, Mid-year Training and online training via the District Leader Tutorials on the Toastmasters International website.

To serve as district director, 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. See **District Administrative Bylaws, Article VII: Officers**, (d) Qualifications.

## ▲ 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.

For a full list of district director competencies, visit [www.toastmasters.org/districtleadercompetencies](http://www.toastmasters.org/districtleadercompetencies).

## District Director Resources

District Leader Tools	<a href="http://www.toastmasters.org/districtleadertoolkit">www.toastmasters.org/districtleadertoolkit</a>
District Success Plan	<a href="http://www.toastmasters.org/dsp">www.toastmasters.org/dsp</a>
District Finance	<a href="http://www.toastmasters.org/districtfinance">www.toastmasters.org/districtfinance</a>
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	<a href="http://www.toastmasters.org/1111">www.toastmasters.org/1111</a>
Governing documents	<a href="http://www.toastmasters.org/govdocs">www.toastmasters.org/govdocs</a>
District Leader Tutorials	<a href="http://www.toastmasters.org/districttutorials">www.toastmasters.org/districttutorials</a>
<i>Toastmasters International District Recognition Program</i> (Item 1490)	<a href="http://www.toastmasters.org/1490">www.toastmasters.org/1490</a>
Distinguished Performance Reports	<a href="http://www.toastmasters.org/distinguishedperformancereports">www.toastmasters.org/distinguishedperformancereports</a>
<i>Managing District Finances: A Guide for District Leaders</i> (Item 1307)	<a href="http://www.toastmasters.org/1307">www.toastmasters.org/1307</a>

## Presiding Officer

At district executive committee meetings and district council meetings, the district director serves as presiding officer. 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 at [amazon.com](http://amazon.com).

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 and club leaders.

To serve the needs of members, the district director is adaptable and willing to change when needed.

### **DISTRICT ADMINISTRATIVE BYLAWS**

#### **Article VII: Officers, (b) Elective Officers**

No district officer may be re-elected to the same office for succeeding terms in which a full year has been served, except that the division directors may be re-elected to succeed themselves for one term.