



DIVISION DIRECTOR

As division director, your job is to lead and support the division through the supervision and support of the area directors.

One of your primary goals as division director is to ensure that each club achieves its mission and fulfills its responsibilities to its members.

To achieve this, you coordinate division activities, set division goals and assist in the training of area and club leaders.

To serve as division director, you must have served at least six consecutive months as a member of a district council. The division director may be re-elected to one succeeding term. See **District Administrative Bylaws**, Article VII: Officers.



DIVISION DIRECTOR RESPONSIBILITIES

Guidance

As division director, you provide motivation, guidance and supervision to area directors to help them fulfill their roles and responsibilities.

This includes contacting area directors at least monthly to discuss progress in the Distinguished Area Program, club visits and the Distinguished Club Program.

Division Progress

The division director participates in division director training provided by the district.

As division director, you report regularly to the district director, program quality director and club growth director on division progress.

For a full list of division director competencies, visit www.toastmasters.org/districtleadercompetencies.

Division Director Resources

<i>How to Build a Toastmasters Club</i> (Item 121)	www.toastmasters.org/build
<i>Club Leadership Handbook</i> (Item 1310)	www.toastmasters.org/1310
<i>Toastmasters International District Recognition Program</i> (Item 1490)	www.toastmasters.org/1490
<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
<i>Training Club Leaders</i> (Item 217)	www.toastmasters.org/217
Governing documents	www.toastmasters.org/govdocs

Division Council

The division director serves as division council chair, holding at least two division council meetings each year.

At division council meetings, the division discusses each area's and each club's plan, goals and progress in their Distinguished programs and the need for assistance.

The division director reviews club leader training plans and achievements at the division council meetings.

As division director, you also discuss plans for division speech contests at division council meetings.

Distinguished Programs

As division director, you are responsible for your division achieving Distinguished division recognition.

It is also your job to assist area directors and clubs in achieving Distinguished recognition.

Speech Contests

The division director coordinates division speech contests and assists the area director with area speech contests.