



PROGRAM QUALITY DIRECTOR

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.

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 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. Once you serve as program quality director for a full year, you may not be re-elected to the same office for a succeeding term. See **District Administrative Bylaws, Article VII: Officers**.

▲ 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, area and division officers.

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, area and club leaders 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.

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

Program Quality Director Resources

District Leader Tools	www.toastmasters.org/districtleadertoolkit
Speech contests	www.toastmasters.org/speechcontests
<i>Speech Contest Rulebook</i> (Item 1171)	www.toastmasters.org/1171
Speech contest frequently asked questions	www.toastmasters.org/speechcontestfaq
The Toastmasters Education Program	www.toastmasters.org/membereducation
Training club and district leaders	www.toastmasters.org/districttraining
<i>How to Be a Distinguished Club</i> (Item 299)	www.toastmasters.org/299
District Leader Tutorials	www.toastmasters.org/districttutorials
Governing documents	www.toastmasters.org/govdocs
<i>Managing District Finances: A Guide for District Leaders</i> (Item 1307)	www.toastmasters.org/1307
Tools and products for district conference	www.toastmasters.org/districtproductguide

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 presides over the 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 to work 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 program quality director facilitates a smooth flow of information at speech contests.

As program quality director, you have a working knowledge of the *Speech Contest Rulebook* (Item 1171).