

District Staff Chairs 1 yr commitment; July 1 - June 30

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| Alignment Chair | <i>Leads the task of aligning the clubs to areas and divisions within the district</i> |
| Annual Conference Chair | <i>With approval of PQD, selects team, develops vision, establishes budget; schedules meetings, approves purchases, monitors progress, ensures deadlines are met</i> |
| Audit Chair | <i>Leads the various audit procedures to obtain reasonable assurance the Districts P&L (Actual vs Budget) is free from material misstatement</i> |
| Club Extension Chair | <i>Leads demo meetings for prospective clubs and charter ceremonies for newly chartered clubs; Assigns and supervises sponsors working with clubs as they navigate the club charter process</i> |
| Club Leads Chair | <i>Identifies new club opportunities for the district by reaching out with cold calls and visits to various groups, organizations, and companies; Uses TI's TLM system to pursue leads generated through TI</i> |
| Club & Member Retention Chair | <i>Advises struggling clubs on next steps to revive the club; When needed, recruits, trains, places, and supports coaches of struggling clubs</i> |
| Club Quality Chair | <i>Recruit, train, place and support mentors for new clubs</i> |
| Club/Program Support Chair | <i>Intentional focus on supporting corporate/organizationally hosted clubs and those companies/organizations to develop stronger support in both directions of the relationship</i> |
| Contest Coordinator | <i>Provides training regarding conducting district speech contests; develops the contest script for the Toastmaster and Contest Chair and works with the District Chief Judge</i> |
| Credentials Chair | <i>Ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution; Ideally, should be held by a Past District Director; Verifies the credentials of District Council members (or their proxies) to determine quorum for the business meeting and oversees the tellers for balloting</i> |

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| District Chief Judge | <i>Selects and trains Contest Chief judges and contest judges for all district speech contests; ensures compliance and alignment with TI Contest Rules for the Toastmasters year</i> |
| DTM Advisor | <i>Assist persons with creating a plan to earn their DTM</i> |
| Education Committee Chair | <i>Organizes education sessions to the district that will help clubs and members improve or help through challenges</i> |
| Hospitality Training Chair | <i>Plans and prepares menus for district events as needed</i> |
| Leadership Committee Chair | <i>Leads varies events which promote leadership opportunities for District Members to improve skills or foster new ones; leads committee electing District officers</i> |
| Logistics Manager | <i>Leads the behind-the-scenes production needs (audio/visual) for District events, meetings; organizes display and parade of club banners; manages Dignitary Parade following protocol for order of procession; Supports District Trio during district events</i> |
| News Editor | <i>Provides awareness and access to the district's happenings via District 25's eNewsletter, Hot Topics</i> |
| Outreach Chair | <i>Assists the District Leadership to communicate with club leadership regarding upcoming events, promotions and deadlines</i> |
| Parliamentarian | <i>Ensures District Business and District Executive Committee meetings run smoothly and correctly according to Robert's Rules and Toastmasters International policies</i> |
| Pathways Coordinator | <i>Assist persons in learning to navigate the Toastmasters online educational program Pathways</i> |

District Staff Chairs Cont. 1 yr commitment; July 1 - June 30

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| Photographer | <i>Takes pictures at functions; coordinates with Photo Story Chair/Webmaster to have pictures uploaded for presentation at conference and posting online</i> |
| Protocol and Policy Chair | <i>Ensures proper introductions of dignitaries at district events; Coordinates reserved seating assignments of dignitaries and special guests at district events</i> |
| Recognition Chair | <i>Tracks and ensures clubs and members receive awards, ribbons, and pins earned; Serves as chair for Annual Awards Banquet</i> |
| Speakers Bureau Chair | <i>Leads a collection of qualified speakers to speak at outside events such as companies or churches</i> |
| Strategic Planning Committee Chair | <i>Leads a team to create a strategic plan to promote the growth of the district and the district leadership</i> |

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| Summit Manager | <i>With approval of PQD, selects team, develops vision, establishes budget; schedules meetings, approves purchases, monitors progress, ensures deadlines are met</i> |
| Training Chair | <i>Organizes District Training events by selecting trainers, securing locations, and providing a menu</i> |
| Webmaster | <i>Maintains content on D25toastmasters.org website to ensure it is current and accurate</i> |
| Website Technical Support | <i>Assists the Webmaster with D25toastmasters.org</i> |
| Youth Leadership Chair | <i>Leads workshops and develops opportunities for young leaders under 18 to develop communication and leadership skills</i> |

District Event Chairs 4 - 6 months commitment

NOTE: District Events include Annual Conference, Summit, and Awards Banquet. *Denotes Chair roles are event specific.

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| Audio and Lighting | <i>Provides music, lighting, and audio/visual capabilities not otherwise arranged; may be a paid contractor</i> |
| Badges Chair | <i>Receives information about registrants from Registration Chair to print name tags; assembles badges with event tickets purchased</i> |
| Clean Up Committee Chair | <i>Organizes a team to clean up and store district items after an event</i> |
| Decorations Chair | <i>Assists conference and event chairs with decorations for events and common areas</i> |
| DTM Ceremony Chair* | <i>Collects DTM information and photos for program and Powerpoint slides; conducts rehearsal and ceremony</i> |
| Education Chair* | <i>Finds education session presenters and keynote speakers; gets their photos/bios; coordinates with session sponsors; ensures proper room setup</i> |
| Facilities Chair | <i>Ensures correct setups of audio/visual equipment, furniture, and decorations; coordinates with Logistics Manager; is liaison to event location staff</i> |
| First Timers Chair* | <i>Plans activities to enhance first timers' conference experience; works with Hospitality Chair on First Timers Reception</i> |
| Friday Night Event Chair* | <i>Works with conference chair and other chairs to plan theme, decorations, lectern book script; picks a Toastmaster</i> |

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| Fun Chair | <i>Develops ideas for fun activities and makes necessary arrangements for implementing them</i> |
| Hospitality Chair | <i>Provides food and drink in hospitality space designed to encourage networking between events and meals; plans menu according to budget</i> |
| MxM/Lectern Book | <i>Documents the timing of each event, transfer of roles, and setup changes; makes final lectern book changes; manages printing and distribution of lectern books</i> |
| Photo Story | <i>Creates graphic presentations of photos of conference and previous district events to be played at meals</i> |
| Power Point | <i>Creates and operates PowerPoint presentations for main ballroom events; coordinating at awards luncheon and DTM ceremony in particular</i> |
| Program/Event Program | <i>Creates conference programs; has electronic publishing and graphic arts software skills; is able to make edits and last-minute changes promptly</i> |
| Registration Chair | <i>Records registrations, keeping track of orders for each event; operates the registration desk at the conference</i> |
| Saturday Breakfast Event Chair* | <i>Works with conference chair and other chairs to plan theme, decorations, lectern book script; picks a Toastmaster</i> |
| Saturday Lunch Event Chair* | <i>Works with conference chair and other chairs to plan theme, decorations, lectern book script; picks a Toastmaster</i> |

District Event Chairs Cont. 4 - 6 months commitment

NOTE: District Events include Annual Conference, Summit, and Awards Banquet. *Denotes Chair roles are event specific.

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| Saturday Evening Event Chair | <i>Works with conference chair and other chairs to plan theme, decorations, lectern book script; picks a Toastmaster</i> |
| Sponsorship Chair | <i>Solicits sponsors for education sessions, keynote speakers, and other events or areas; ensures recognition is included in program</i> |

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| Volunteer Chair | <i>Recruits members attending the event to assist with conference functions; determines the volunteer needs of other chairs</i> |
| Zoom Master Chair | <i>Admits virtual attendees, controls breakout rooms, facilitates slide presentation for virtual meeting</i> |