

TOASTMASTERS INTERNATIONAL

District Leader Nominating Form

Are you interested in nominating yourself or someone else for a district leader position? Please complete the form below and submit it to the district governor of your district. If you are nominating someone, you may submit more than one person's name for each position. To be nominated or elected, a person must be a member in good standing of a Toastmaster club in good standing, meet the qualifications of the position, consent to being nominated and must sign the [Officer Agreement and Release Form](#).

District Leader Nominating Form

I wish to have the nominating committee consider the following person for the office of:

- District Governor
- Lt. Governor Education & Training
- Lt. Governor Marketing
- Division Governor (please specify division _____)
- Area Governor (please specify area _____)
- Public Relations Officer
- District Secretary
- District Treasurer

Name _____ CC AC DTM

Address _____

City _____

State/Prov. _____ Zip/Postal Code _____ Country _____

Telephone (H) _____ (B) _____ (C) _____

E-mail: _____

Home Club Name _____ Club No. _____

If there is additional information you would like to include about this candidate that you feel would assist the nominating committee in their deliberations, please attach it to this form. Please describe any club and district offices held by nominated individual (include dates of service if possible). Please share with the nominating committee why you believe the nominated individual should be considered for the specified position.

Submitted by: _____ Date: _____

Mail or email to:

Joe Dutkiewicz, DTM, D35 Nomination Chair, 625 Trumpeter Trail Unit 3, De Pere, WI 54115-7956
Phone: (920) 336-1776 Email: CmdrJoe@msn.com

Deadline for submitting this form: March 3, 2012.



Officer Agreement and Release Form

Directions: Toastmasters International requires that any candidates running for and/or holding office, whether elected or appointed, agree to and sign the Officer Agreement and Release Statement below. Please submit your signed form to the chair of the nominating committee. Completed release forms will be submitted to the district governor, and then to District Services at World Headquarters (districts@toastmasters.org), to be kept on file.

Officer Agreement and Release Statement:

Consistent with my desire to take personal responsibility for my conduct, individually and as an officer of Toastmasters International and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will fully comply with my fiduciary duties to Toastmasters International under its governing documents and the law of the land. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

Confirmation:

I have read and agree to the terms and conditions of the Officer Agreement and Release Statement

Full Name (please print): _____ Member # _____

Officer Position: _____

Area (if applicable) _____ Division (if applicable) _____ District _____

Signature: _____ Date: _____

TOASTMASTERS INTERNATIONAL

Candidate qualifications checklist for district leader positions

Use the following checklist to determine if candidates for office meet the required qualifications as stated in the [District Administrative Bylaws](#). Any candidate that does not meet these qualifications cannot be considered for office.

Candidate Name: _____

Candidate for Position: _____

Section I: All Candidates

If the following criteria are not met, a candidate cannot be considered for office.

Candidate is a member in good standing of a club in good standing? _____

Candidate has completed and submitted the [Officer Agreement and Release Form](#)? _____

Section II: Volunteer Service History

Following are the minimum qualifications for each office position that a candidate must meet at the time of taking office. Nominating Committee may ask each candidate to provide a print-out from their "My Offices Held" section of their [online profile](#) for verification.

District Governor requirements: <http://www.toastmasters.org/DGjob>

6+ consecutive months served as club president

Club name: _____

Year served: _____

And 12 consecutive months as one of the following:

Lieutenant governor Education and Training

Year served: _____

Lieutenant Governor Marketing

Year served: _____

Division Governor

Year served: _____

Combination of Lt. and division governor positions

Terms served of each and year: _____

Lieutenant Governor (Education & Training or Marketing) requirements:

<http://www.toastmasters.org/LGETJob> and <http://www.toastmasters.org/LGMJob>

6+ consecutive months served as club president

Club name: _____

Year served: _____

And 12 consecutive months as one of the following:

Lieutenant governor Education and Training

Year served: _____

Lieutenant Governor Marketing

Year served: _____

Division Governor

Year served: _____

Area Governor

Year served: _____

Combination of Lt. and division/area governor positions

Terms served of each and year: _____

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Division governor requirements: <http://www.toastmasters.org/DivGovJob.aspx>

6+ consecutive months served as district council member

District council position: _____

Year served: _____

Appointed Role: The following position is appointed by the District Governor. Nominations are highly encouraged to raise the nominee's name for consideration.

Area governor requirements: <http://www.toastmasters.org/AreaGovJob.aspx>

Served as district council member

District council position: _____

Year served: _____



Call for Nominations District Leader Mission, Purpose and Qualifications

THE MISSION OF THE DISTRICT

The mission of the district is to enhance the performance and extend the network of clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its members.
- Providing effective training and leadership development opportunities for club and district officers.

TOASTMASTERS INTERNATIONAL VISION

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, giving them the courage to change. Please remember that ALL positions must be held by a member in good standing of a Toastmasters club in good standing. The mission/purpose and qualifications of each elected leader follows:

DISTRICT GOVERNOR

Mission/Purpose

As the district's chief executive officer, directs the district in a way which fosters strong clubs; produces maximum growth in education completions, club and membership; and is consistent with the interests of members of Toastmasters International. Responsible for motivating the district to achieve Distinguished District. Achieves the mission of the district in a manner which motivates volunteer leaders and promotes a standard of excellence in all district activities.

Qualifications (at the time of taking office)

The district governor shall have served at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a Lt. governor or division governor or a combination thereof.

LT. GOVERNOR EDUCATION AND TRAINING

Mission/Purpose

Under the guidance of the district governor, strives to have every club and each member reap the benefits of the Toastmasters educational program and to have every club become a Distinguished Club. Responsible for achieving Distinguished District goals for CC's, AC's and Distinguished Clubs.

Provides direction and counsel to division governors, area governors, and club officers on the educational opportunities in Toastmasters. Responsible for the design and conduct of successful district training programs, conferences, and other district educational events.

Qualifications (at the time of taking office)

The Lt. governor education and training shall have served at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a Lt. governor, division governor, an area governor, or a combination thereof.

LT. GOVERNOR MARKETING

Mission/Purpose

Under guidance of the district governor, makes the benefits of Toastmasters membership available to greater numbers of people. Plans, develops, implements, and directs short-term and long-term district marketing objectives. Develops and directs programs for new club development, club rescue efforts, club membership promotion, and membership retention. Responsible for achieving Distinguished District goals for membership and club growth. Promotes standards of service to the member and to the club.

Qualifications (at the time of taking office)

The Lt. governor marketing shall have served at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a Lt. governor, division governor, an area governor, or a combination thereof.

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DIVISION GOVERNOR

Mission/Purpose

Achieves the mission of the district within the division, accomplishing district goals in membership building and retention, club extension, and educational accomplishments. Ensures that each club realizes its mission and fulfills its responsibilities to its members. Responsible for achieving Distinguished Division Program goals and for ensuring that areas and clubs within the division achieve Distinguished status. Serves the division clubs by providing district support and resources through the area governors.

Qualifications (at the time of taking office)

A division governor shall have served at least six (6) consecutive months as a member of a district council (e.g., club president, vice president education, area governor, district secretary, district treasurer).

OTHER POSITIONS

The following positions are either elected or appointed by the district governor:

AREA GOVERNOR Mission/Purpose

Provides district contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to its members. Helps clubs by keeping in regular contact with club presidents in the area and by visiting each club at least twice during the year. Is responsible for achieving Distinguished Area Program goals and for ensuring that each area club is a Distinguished Club.

Qualifications (at the time of taking office)

Insofar as practicable, an area governor should have served as a member of a district council (e.g., club president, vice president education, or district officer).

DISTRICT PUBLIC RELATIONS

OFFICER Mission/Purpose

Works under the direction of the district governor. Helps maintain communication between the district and its members and works to increase public awareness of

Toastmasters International through the media. The public relations officer prepares a public relations program designed to achieve goals for membership growth, club growth and educational achievements in clubs and achievement in the Distinguished Club Program. Promotes district conferences and leadership training opportunities within the district.

Qualifications (at the time of taking office)

This officer serves in a staff position under the direction of the district governor, and should possess experience in and core understanding of public relations.

DISTRICT TREASURER

Mission/Purpose

Establishes and maintains effective fiscal management of the district. Promotes the growth of Toastmasters by providing sound fiscal guidance to the district. Produces monthly reports reflecting the district's financial status and ensures that expenditures remain within the budget approved by the district council. Ensures that the district maintains the financial controls established by Toastmasters International.

Qualifications (at the time of taking office)

Should have accounting experience, understand basic bookkeeping practices.

SECRETARY Mission/Purpose

Helps district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other meetings. Serves as custodian of District Administrative Bylaws and policies.

Qualifications (at the time of taking office)

Should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions. Should have access to facilities for word processing and reproduction of materials.

If you or if someone you know of would like to serve in one of these positions please submit his or her name to the district governor.