



**PROCEDURES MANUAL**

**FOR DISTRICT 17**

**COMMENCING 1<sup>st</sup> JULY 2011**

## **Coverage of District 17**

District 17 of Toastmasters International includes all members and clubs of Toastmasters International in the State of Western Australia.

## **Commencement**

This Procedures Manual will apply to District 17 from the District's commencement on 1st July 2011 and remain in force until a decision to the contrary by a District 17 District Council meeting. It may be amended by District Council on a recommendation of the District Operations Committee or on motions of Council members.

## **Ultimate authority of Toastmasters International**

This Procedures Manual is subject to the Policies and Protocol of Toastmasters International.

It is the responsibility of all District officers in District 17 to be informed of the Policies and Protocol of Toastmasters International, and to ensure adherence to the Policies and Protocol within District 17.

## **Core values**

District 17 is committed to upholding the core values of Toastmasters International:

- Integrity
- Dedication to excellence
- Service to the member
- Respect for the individual.

These core values should guide the decisions, operations and conduct of members of District 17, and evaluations of District success.

## **Mission of District 17<sup>1</sup>**

The mission of this district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of this district, 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 fulfils its responsibilities to its individual members.
- Providing effective training and leadership-development opportunities for club and district officers.

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<sup>1</sup> This section has been adopted in full from the Toastmasters International District Administrative Bylaws, modified April 1 2011, Article II

In order to carry out the mission, the officers of this district are empowered to manage Toastmasters International programs and activities within this district, and to act as stewards of Toastmasters International's assets for this district. Using such powers and assets, this district shall:

1. Assist each member club to fulfil effectively its responsibility to its individual members;
2. Encourage and assist in the training of member club officers;
3. Develop a close relationship between member clubs and Toastmasters International;
4. Promote interest in, and extend the benefits of, individual membership in Toastmasters clubs;
5. Help in the organisation of new Toastmasters clubs; and
6. Encourage member clubs to undertake programs and projects that will cause greater community awareness of the Toastmasters programs and meet the needs of individual members.

### **Opportunities for regional members**

District 17 covers a vast geographical area and is committed, as much as practicable, to providing the benefits of Toastmasters to regional areas of Western Australia and to ensuring regional members take advantage of the communication and leadership opportunities in District 17.

### **Governance of District 17**

Management of District 17 shall be conducted in accordance with decisions of District Council and District Executive as required for all districts in the Toastmasters International Policies and Protocol.

Subject to decisions of District Council and District Executive, day-to-day management of District 17 will be the responsibility of a District Management Committee.

The District Management Committee will comprise District 17's:

- District Governor
- Lieutenant Governor, Education and Training
- Lieutenant Governor Marketing
- District Public Relations Officer
- Division Governors
- Immediate Past District Governor
- District Secretary
- District Treasurer.

District Management Committee will meet at least monthly, District Executive at least quarterly and District Council twice annually.

The District Secretary shall call for agenda items for District Council at least three calendar months before the date of the meeting and all agenda items received not less than two calendar months before the meeting will be included on the District Council agenda. A copy of all agenda items is to be sent to each club not less than one calendar month before the date of the Council meeting.

Copies of reports to District Council are to be sent electronically to all members prior to the District Council meeting, and printed copies supplied to voting members at the District Council meeting.

Digital copies of the agenda, all reports, financial statements and minutes of the meeting will be placed on the District website within one calendar month of the May or November District Council meeting.

### **Selection of District leaders**

The following will be elected annually by District Council at its May meeting:

- District Governor
- Lieutenant Governor Education and Training
- Lieutenant Governor Marketing
- District Public Relations Officer
- Division Governors.

Nominations will be called each year by the District Nominating Committee for all Area Governor positions.

If the Nominating Committee receives more than one nomination for an Area Governor position in an individual Area by the close off date for nominations, the Nominating Committee will advise the existing Area Governor to call an Area Council meeting to vote in the incoming of Area Governor. If the existing Area Governor does not arrange an Area Council meeting in the prescribed time or does not have a quorum at the duly called Area Council meeting, the incoming Area Governor will be appointed by the incoming District Governor.

The terms of office of the above district officers referred to in this section are prescribed by the Policies and Protocol of Toastmasters International.

It is the responsibility of District officers to identify and train members to be eligible to succeed them in their positions, although preparation of leaders for these roles will not circumvent the requirements for election to these positions.

### **Appointment to district positions**

The following shall be appointed by the District Governor, subject to endorsement by the next District Council meeting:

- District Secretary
- District Treasurer

- District Parliamentarian
- Speechcraft Coordinator
- Events Coordinator
- New Clubs Co-ordinator/s
- Website Manager
- District Newsletter Editor
- District Sergeant at Arms
- New member Coordinator
- Annual Convention Convenor.

The above positions will not be held by the same person for more than two years consecutively, subject to a suitable replacement being found.

No person shall hold more than one of the positions immediately above concurrently unless the District Governor has been unsuccessful in his/her attempts to find an eligible candidate to fill a position.

### **Committees and responsibilities**

To assist the District in specific aspects of the management of District 17, District Committees may be established in the following areas:

- Communications and marketing
- District procedures
- Records management and District history
- Alignment of clubs and club growth strategy, chaired by the Lieutenant Governor Marketing
- Other Committees decided by District Council; or required by Toastmasters International Policies and Protocol such as an Audit Committee and Nominating Committee.

Committee chairs and members will be chosen by District Management Committee, subject to endorsement by District Council, after calling for nominations from all members. Committee chairs and members will hold office from 1st July to 30th June each year. Committee chairs may not hold the same position for more than two years consecutively, subject to a suitable replacement being found.

The Lieutenant Governor Education and Training will be responsible for oversight of education and training provided by the District.

The District Sergeant at Arms will be responsible for managing the assets of the District.

The District Events Coordinator will be responsible for oversight of special events conducted by District 17.

### **Communications**

It is the right of every Toastmaster in District 17 to be informed of issues and opportunities which are relevant to them.

This will be the priority of the Communications and Marketing Committee which will be responsible for:

- Recommendations to the District Website Manager for the development, quality and currency of the District website
- Recommendations to the District Newsletter Editor concerning production of the District newsletter
- Supporting the establishment of a directory of clubs and district officers, and mailing lists of district and club officers
- Any other processes necessary to ensure a high level of communication between members in District 17.

The Communications and Marketing Committee will present for endorsement to the November 2011 District Council a policy on opportunities and uses of the internet by District 17, and a privacy policy. These policies will be subject to amendment by future District Council meetings.

### **Management of Divisions**

The management of each Division will be the responsibility of each Division Council, which will comprise the Division Governor and the Area Governors within each Division.

Division Councils will be responsible for the following within each Division:

- Service to club members
- Membership growth
- Strengthening existing clubs, in conjunction with the District Governor who will be responsible for appointing club coaches
- Establishment of new clubs
- Division contests
- Management of the annual District conference and changeover dinner on behalf of District on a rotational basis, overseen by the Convention Convenor and the Events Coordinator respectively, under the authority of the District Governor

The Division Governors and the Lieutenant Governor Education and Training will be collectively responsible for development of Club Officer Training under the authority of the Lieutenant Governor Education and Training.

### **Awards**

District Management Committee will decide on an award for District Toastmaster of the Year, District Officer of the Year, District Club of the Year and other awards to recognise conference attendance by clubs. These awards will be presented at the May conference.

Each year, each Division will decide on an award for the following in each Division:

- Club of the Year
- Club President of the Year
- Toastmaster of the Year.

The above awards will be presented at the annual changeover dinner/awards night.

District Management Committee will also decide awards for the Division Governor of the Year and Area Governor of the Year to be presented at the changeover dinner/awards night.

### **Financial management**

Administration of District 17's finances will accord with financial management procedures contained in Toastmasters International Policies and Protocol, and with the annual District budget approved by District Council.

District officers may be reimbursed by District for pre-approved expenditure for the achievement of the District's goals, and in accordance with Toastmasters International Policies and Protocol, subject to the District budget. Policy on reimbursements for each year will be decided by the District Management Committee when determining the District budget, subject to endorsement by the November District Council meeting.

The District Governor and the two Lieutenant Governors will be reimbursed the cost of five nights' standard room accommodation at the Toastmasters International Convention for the purpose of attending District Officer Training, and three nights' standard room accommodation for mid year training, subject to funds available in the District budget.

In those years when District 17 achieves Distinguished District status, the Immediate Past District Governor will be reimbursed for the most economical airfare and for four nights' standard room accommodation at the Toastmasters International Convention following achievement of Distinguished District status, subject to funds available in the District budget.

District 17 will purchase public liability insurance each year to cover Toastmasters members, clubs and District officers.

The District Governor will appoint an Audit Committee to audit District financial transactions for the six months to 31 December and twelve months to 30 June to submit their reports to the District Governor by 31 January and 31 July respectively to meet Toastmasters International audit submission requirements.

### **Management of District resources**

The District Sergeant at Arms will present for endorsement at the November 2011 District Council proposals for management of the District's assets. Agreed procedures will be subject to amendment by future District Council meetings.

### **Records management**

The Records Management and District History Committee will present for endorsement at the November 2011 District Council proposals for management of District records. Agreed procedures will be subject to amendment by future District Council meetings.