

## ADDITIONAL LEADERSHIP ROLES

Your district may have leadership roles in addition to those outlined on the previous pages. See **District Administrative Bylaws, Article VII: Officers**, (a) District Officers. Although fulfilling one of these roles does not allow a member to earn credit toward an education award and may not be logged in the member record, Toastmasters who accept these roles gain valuable experience.

The following includes notable leadership roles. Other leadership roles, such as committee chairs, are addressed in applicable sections of this handbook.

### Immediate Past District Director

The immediate past district director provides counsel and guidance to district leaders and plans, directs and organizes projects and committees as requested by the district director. One of the major responsibilities of this role is to ensure the incoming district director receives all pertinent district documents prior to June 30. Other responsibilities include serving as a member of the district executive committee and district council, upholding the bylaws and policies of Toastmasters International, encouraging dedicated members to accept leadership positions and helping the district achieve Distinguished recognition.

### Logistics Manager

The logistics manager selects meeting locations and organizes the room, ensuring the atmosphere is conducive to successful events, such as business meetings, speech contests and training. The logistics manager sets up necessary equipment, assists district leaders with meeting arrangements, distributes program materials, keeps track of district property and addresses disruptions during events. Proven abilities in organization and diplomacy are a must for this role.

### Webmaster

The webmaster assists the district director and club growth director with updates to the district website. Although the district director is the publisher of the district website and ultimately responsible for its content, the webmaster plays an important role in maintaining the website. This involves posting district announcements, removing outdated content and troubleshooting functionality issues. Members who typically excel in this role are Internet savvy and creative.

### Parliamentarian

The parliamentarian assists the district director with planning and conducting district meetings. Working with Toastmasters International, the responsibilities of the parliamentarian include interpreting Toastmasters bylaws and policies, reviewing district operating procedures as requested by the district director, and ensuring all meetings follow proper protocol. The parliamentarian is an invaluable resource for the district director, offering help, guidance and support during meetings and answering any questions the district director has related to rules and procedures. Members who assume this role must have a thorough understanding of *Robert's Rules of Order Newly Revised*.

### Parliamentarian Resource

Parliamentary procedure

[https://www.toastmasters.org/  
Parliamentary](https://www.toastmasters.org/Parliamentary)