



# District 17

WHERE LEADERS ARE MADE

# Procedures Manual

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**1. Toastmasters International, District 17**

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## Version Control

Amendments to this document are voted on at either of the two District Council meetings held each Toastmaster year.

<b>Council Meeting</b>	<b>Updates entered by</b>	<b>Updates entered on</b>
26 <sup>th</sup> November 2011	Mark Richards, District Governor	27 <sup>th</sup> November 2011
26 <sup>th</sup> May 2012	Mark Richards, District Governor	28 <sup>th</sup> May 2012
24 <sup>th</sup> May 2014	Robyn Richards, District Governor Elect	15 <sup>th</sup> June 2014
31 <sup>st</sup> May 2015	Robyn Richards, District Governor	17 <sup>th</sup> June 2015
21 <sup>st</sup> November 2015	Ian Pickens, District Director	28 <sup>th</sup> November 2015
28 <sup>th</sup> May 2016	Ian Pickens, District Director	17 <sup>th</sup> June 2016
19 <sup>th</sup> November 2016	Ross Wilkinson, Past District Governor	27 <sup>th</sup> November 2016

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## **1. Coverage of District 17**

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

## **2. Commencement**

This Procedures Manual will apply to District 17 from the District's commencement on 1<sup>st</sup> 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.

## **3. 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.

## **4. 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.

## **5. Mission of District 17**

We build new clubs and support all clubs in achieving excellence.

## **6. Purpose of District 17<sup>1</sup>**

The purpose 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.

In order to carry out the purpose, 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:

- 6.1 Assist each member club to fulfil effectively its responsibility to its individual members;
- 6.2 Encourage and assist in the training of member club officers;
- 6.3 Develop a close relationship between member clubs and Toastmasters International;
- 6.4 Promote interest in, and extend the benefits of, individual membership in Toastmasters clubs;
- 6.5 Help in the organization of new Toastmasters clubs; and
- 6.6 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.

<sup>1</sup>This section has been adopted in full from the Toastmasters International District Administrative Bylaws, amended February 21 2015, Article II: Purpose

## **7. 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.

## **8. 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 Director
- Program Quality Director
- Club Growth Director
- Division Directors
- Immediate Past District Director
- District Public Relations Manager
- District Administration Manager
- District Finance Manager

District Management Committee will meet on a regular basis as determined by the District Director, District Executive Committee at least twice annually and District Council twice annually.

The District Administration Manager 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 only if required, printed copies supplied to voting members at the District Council meeting. Voting members shall be encouraged to use electronic devices to view the reports or print their own copies.

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.

## **9. Selection of District Leaders**

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

- District Director
- Program Quality Director
- Club Growth Director
- Division Directors

Expressions of interest will be called each year by the District Leadership Committee for all Area Director positions.

If the District Leadership Committee receives more than one expression of interest for an Area Director position, in an individual Area, by the close off date for nominations, the District Leadership Committee will advise the existing Area Director to call an Area Council meeting to vote in the incoming of Area Director. If the existing Area Director 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 Director will be appointed by the incoming District Director.

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.



## 10. Appointment to District Positions

The following may be appointed by the District Director, subject to endorsement by the next District Council meeting:

- District Public Relations Manager
- District Administration Manager
- District Finance Manager
- District Parliamentarian \*
- Speech craft Manager \*
- Events Coordinator \*
- New Clubs Co-ordinator/s \*
- Website Manager \*
- District Newsletter Editor \*
- District Logistics Manager \*
- New Member Coordinator \*
- Annual Convention Convenor \*
- Community Contact \*
- District Facebook & Social Media Administrator \*
- Special Needs Officer \*

(\*Note: These District positions are not District Officers for the purposes of Toastmasters speech contests)

The District Director may, subject to District Council approval, appoint additional District positions

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

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

## 11. 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 Club Growth Director

Other Committees decided by District Council; or required by Toastmasters International Policies and Protocol such as an Audit Committee and a Nominating Committee, or any other committee deemed necessary by the District Director.

Committee chairs and members will be chosen by the District Director and endorsed by the 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 Program Quality Director will be responsible for oversight of education and training provided by the District.

The District Logistics Manager 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.

Responsibilities of the District Public Relations Manager include, but are not limited to:

- Organising the Club Newsletter contest, the Area Newsletter contest and announcing the winners at the annual district convention.
- Organising the annual Awards Night.
- To be the Master of Ceremonies at the Awards Night.
- Organising the annual district quiz night held yearly in October.

- Organise, run and govern the annual promotion or publicity programs authorized by the District Management Committee each Toastmaster year.

Responsibilities of the Club Growth Director include, but are not limited to:

- Organising and governing the First Timers Quiz at the annual district convention.
- To chair the Alignment Committee.

Responsibilities of the Division Directors include, but are not limited to:

- Serve as members of the Alignment Committee.

## **12. Management of Divisions**

The management of each Division will be the responsibility of each Division Council, which will comprise the Division Director and the Area Directors 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 Club Growth Director and the District Director, 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 Director.

The Division Directors and the Program Quality Director will be collectively responsible for development of Club Officer Training under the authority of the Program Quality Director.

### **13. Awards**

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

The District Director will decide on an award for District Officer of the Year and this award will be presented at the annual Awards Night.

Each year, each Division Council 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 Awards Night.

The District Management Committee will also decide awards for the Division Director of the Year and Area Director of the Year to be presented at the awards night.

Promotion programs will be authorized by the District Management Committee annually with the winner announced at the District Convention. Programs may change from time to time.

The winners of the Club Newsletter contest and the Area Newsletter contest will be announced by the District Public Relations Manager at the annual district convention.

### **14. 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. District Officers shall be made aware of Protocol 8.4 of the Toastmasters International Governing Documents and the District 17 ensuing year's procedures at the June District Officer Training, in order to ensure no member assumes they are expected to spend personal funds on behalf of the district during their term of office.

The District Director, the Program Quality Director and the Club Growth Director will be reimbursed the cost of seven nights' standard room accommodation at the Toastmasters International Convention for the purpose of attending District Officer Training. The District Director the Program Quality Director and the Club Growth Director will be reimbursed the cost of 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 Director 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.

The District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Governor will be reimbursed the cost of the International Convention Registration, subject to funds available in the District budget.

The Program Quality Director and the Club Growth Director to have access to "view only" the District bank accounts.

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

The District Director 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 Director by 31 January and 31 July respectively to meet Toastmasters International audit submission requirements.

## **15. Management of District Resources**

The District Logistics Manager will be responsible for all assets of the District e.g., District banner, flags, data projector, pop-up banners, sound equipment, white board, projector screen etc... The District will store district equipment at a commercial storage facility. Access will be overseen by the District Logistics Manager with the District Executive and the Finance Manager to budget the costs and approve the storage annually.

## **16. Communications and Privacy**

Submitted and adopted at the District 17 Council meeting 31 May 2015 and subject to Toastmasters International Policies and Protocol --

The procedures below are subject to Toastmasters International Policies and Protocol 4.0 -Intellectual Property - which provides additional details for District communications procedures.

## **17. District Director**

The District Director is ultimately responsible for the content of all District communications, although tasks may be delegated to District officials.

## **18. District Website**

District 17 will maintain an attractive, informative and up-to-date website containing all the information necessary to ensure the effective functioning of District 17, District officers and clubs.

The District 17 website will provide access to, and encourage the use of, current and emerging electronic social media opportunities which will support the effective operations of District 17, its members and clubs.

Approval of the District Management Committee is required for commercial advertising using the District website.

## **19. Directory of District Officers**

A directory of District Officers and other office holders of District 17 will be provided on the District 17 website. Contact details for each officer listed in the Directory will be by email, with the email address to the position, rather than personal email addresses.

## **20. Directory of Clubs**

The District 17 website will include a current list of all clubs in District 17, including those in formation, indicating the geographic location of each club. The list will have a link or links to full details about the club and its meetings. The accuracy of this information on the District 17 website is subject to the current clubs and clubs in formation providing this information to the District Website Manager(s).

The District Management Committee will audit the links to ensure that up-to-date information on each club is provided. The audit will be conducted by the District Public Relations Manager each year.

## **21. Notices to Members**

All District Directors have access to current membership lists of relevant role specific members on the Toastmasters International website, District Central. These lists are highly confidential and must be used strictly for official Toastmasters business.

Important notices will be sent directly to members by the District Director.

Notices to members will be organised in such a way that email addresses of other members will not be displayed, for example by a BCC for emails.

## **22. District Newsletter**

A District newsletter will be produced by the District Newsletter Editor. The newsletter will be approved by the District Director prior to publication.

An electronic version of the District newsletter will be sent directly to District Officers and senior club officers by the District newsletter editor to be shared with all District 17 members. Where available, club distribution e-mail addresses will be used by the editor for direct delivery of the newsletter to members.

## **23. District Use of Photographs**

Photographs of members and other individuals will not be published on any Toastmasters publication, either in hard copy or electronically, without permission of the person photographed.

Photographs posted to District 17 and affiliated division, area and club social media sites and websites must be removed upon written request. The affected member should contact the District Director to request the removal of the photograph. The District Director shall direct the publisher to remove that photograph.

## **24. Club Websites**

All clubs in District 17 are expected to maintain an up-to-date website.

The District Management Committee, through the District Public Relations Manager, will audit annually the websites of all clubs to ensure that club websites comply with Toastmasters International Policies and Protocol, are of adequate quality and are regularly updated.

The District Management Committee will arrange assistance for clubs if needed to maintain websites of the required standard.



## **25. Guidelines for proposing the Naming District 17 Awards**

The following is a brief set of guidelines for Naming Toastmasters District 17 Awards. They are intended to provide guidance to those considering proposals for new awards, rather than a set of rigid rules or prescriptions.

All award proposals must be brought before a committee nominated by the District Director and will be considered on a case-by-case basis.

### **Overall Criteria**

The purpose of each award should be clearly articulated. The award must represent excellence and prestige and be an incentive to all District 17 toastmasters to achieve. It must not overlap with existing awards, but should address past achievements and ongoing contribution to District 17. The award should not confuse the scope of existing awards or diminish their prestige. New award proposals should suggest specific criteria by which the award might be identified and nominations be judged.

### **Naming**

Awards may be named after individuals, whether alive or deceased. The individual must have achieved the highest level of distinction and service to District 17. New awards must compare similarly and favourably with individuals identified by existing named awards. Promotion of an award to be named after oneself is discouraged.

### **Administration**

All new award proposals should be brought before a committee appointed by the District Director (The Naming District 17 Awards Committee) for discussion and recommendation. The recommendations of the committee shall be delivered to the District Council Meeting (DCM) for acceptance.

### **District Toastmaster of the Year**

This award shall be named in honour of the first District 17 member achieving the position of International President. Or shall be known as the District Toastmaster of the Year.

### **Other District Awards**

Any other District awards should only be named to represent levels of personal excellence with high achievements supporting the district as well as continued District service.