



District 17 Procedures

Version Control

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

Council Meeting	Updates entered by	Updates entered on
26 th November 2011	Mark Richards, District Governor	27 th November 2011
26 th May 2012	Mark Richards, District Governor	28 th May 2012
24 th May 2014	Robyn Richards, District Governor Elect	15 th June 2014

Table of Contents

Version Control	2
Coverage of District 17	4
Commencement.....	4
Ultimate Authority of Toastmasters International.....	4
Core Values.....	4
Mission of District 17	5
Opportunities For Regional Members.....	6
Governance of District 17	6
Selection of District Leaders.....	7
Appointment to District Positions.....	8
Committees and Responsibilities.....	8
Management of Divisions.....	10
Awards.....	10
Financial Management.....	11
Management of District Resources	12
Communications and Privacy.....	12
District Governor.....	13
District Website	13
Directory of District Officers.....	13
Directory of Clubs	13
Notices to Members	13
District Newsletter.....	14
Use of Photographs	14
Club Websites	14

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 17¹

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.

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.

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

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 twice annually 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.

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

If the Nominating Committee receives more than one expression of interest 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
- Community Contact

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.

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

- Organizing the Club Newsletter contest, the Area Newsletter contest and announcing the winners at the annual district convention.
- Organizing the yearly Change Over Dinner and Awards Night.
- To be the Master of Ceremonies at the Change Over Dinner and Awards Night.
- Organizing the annual district quiz night held yearly in October.
- Organise, run and govern the annual Positive Promotion Premiership each Toastmaster year.

Responsibilities of the Lieutenant Governor Marketing include, but are not limited to:

- Organizing and governing the First Timers Quiz at the annual district convention.
- To chair the Re-alignment Committee.

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

- Serve as members of the Re-alignment Committee.”

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.

The Positive Promotion Premiership (PPP) is a perpetual contest with the winner announced at the annual change over dinner and awards nights.

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

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 Governor, the two Lieutenant Governors and District Treasurer will be reimbursed the cost of five nights' standard room accommodation at the Toastmasters International Convention for the purpose of attending District Officer Training. The District Governor and the two Lieutenant Governors 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 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.

The Lieutenant Governor Education & Training and the Lieutenant Governor Marketing to have access to "view only" the District bank accounts.

The District Governor, the two Lieutenant Governors and the Immediate Past District Governor will be reimbursed the cost of the International Convention Registration, 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. 8

Management of District Resources

The District Sergeant at Arms will be responsible for all assets of the District e.g., District banner, flags, data projector, pop-up banners, sound equipment etc... The resources will be stored at the home of the District SAA but must be available for all District events.

Communications and Privacy

Submitted and adopted at the District 17 Council meeting 26 November 2011

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.

District Governor

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

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.

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.

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 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 Officer each year.

Notices to Members

The District Governor will maintain, and regularly update, a list of all Toastmasters members in District 17 to be shared with the relevant District Officers. Division and Area Governors will only be provided with a list of members in their Division or Area respectively. 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 Governor.

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

District Newsletter

A District newsletter will be produced monthly by the District Newsletter Editor. The newsletter will be approved by the District Governor 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.

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.

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 Officer, 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.