

**TOASTMASTERS**  
INTERNATIONAL<sup>®</sup>

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# **2022-23 District Leadership Update**

Arnaud Sartre, DTM

Immediate Past District Director

# District Leadership Committee Update

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- ▶ We have received candidate applications
- ▶ We unfortunately received notice that some candidates did not wish to proceed with the process
- ▶ Application deadline:
  - Original deadline 31 January 2022
  - Deadline extended to 07 February 2022
  - Reopened applications on 19<sup>th</sup> Feb to Monday 28<sup>th</sup> February
- ▶ Members of the DLC are reaching out to potential candidates but we also need your help!

# District Leadership Update

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- ▶ Strongly encourage all on this DEC to priorities succession planning and talking to your upcoming stars (Division Director candidates, Area Director candidates, future candidates ...)
  
- ▶ Don't forget resources available as you start engaging with future leaders
  - AD Handover Checklist
  - Div. Dir Handover Checklist
  
- ▶ Reflect on the following:
  - What would you do differently?
  - What lessons have you learnt?
  - Would you change your definition of what success looks like?
  - What are the current strengths and weaknesses of your Clubs?
  - How will you make it easier for your successor?
  - Write it down and pass it on!

# Timetable

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- ▶ **From 04 December 2021 through to ~~31 January 2022~~ 28 February 2022**
  - **Applications are received**
- ▶ February – mid-March 2022
  - Interviews (pre-work, presentation, questions)
- ▶ 26<sup>th</sup> March 2022
  - DLC report submitted to the District Director
- ▶ 9<sup>th</sup> April 2022
  - DLC report submitted to the District Council
- ▶ 7<sup>th</sup> May 2022
  - District Council Meeting & Elections

# Area Succession Planning ...



**What does Excellence look like?**

# First Let's talk about timing ...

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- ▶ We approved a motion back on 4<sup>th</sup> December:
  - “I propose that Area Director elections be held by Area Councils no later than midnight London time on **Saturday 23<sup>rd</sup> April 2022**”
  
- ▶ Notice period
  - “Written notice of the election must be given to each Club President in the Area at least four weeks before the election” – District Leadership Handbook page 88
  - In other words, the latest date to send your Area Council meeting and election notice is **Saturday 26th March 2022**
  
- ▶ Recommendation, don't wait the last minute, we have a District Executive Committee Meeting on **Sunday 24<sup>th</sup> April 2022**
  - Looking forward to hearing a full team of Area Director then

## Next, who can be a candidate ...

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- ▶ “Each club in the Area may submit to the Area Director, in writing, any paid member as a candidate for Area Director. The Area Director places the names of candidates from the clubs in nomination at the election.”
- ▶ “Nominations then will be accepted from the floor”
- ▶ Area Director Qualification:
  - “At the time of taking office, insofar as practicable, the Area Directors shall have served as members of a District Council.”
- ▶ An Area Director may stand as candidate for a second year running

# Area Director Voting privileges and election Quorum

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- ▶ Voting Members of the Area Council:
  - Club Presidents
  - Club Vice Presidents Education
  - Club Vice Presidents Membership
  - Area Director
  - Assistant Area Director Program Quality
  - Assistant Area Director Club Growth
  - Area Secretary
  
- ▶ Quorum:
  - “A majority of the voting Area Council members or their proxies constitutes a quorum. If a quorum is not present, an election cannot be held unless another meeting is conducted which is properly noticed and at which a quorum is present”



# Area Director Proxies

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- ▶ The Club President, Vice President Education, and Vice President Membership may designate, in writing, any paid member of the club to act as a proxyholder at the Area Council election meeting.
- ▶ In the event two of those leaders don't attend the meeting and have not designated, in writing, active members of the club to act as their proxyholders at the meeting, the leader or proxyholder in attendance is deemed to hold the proxy of the others and may cast the club's three votes
- ▶ If two valid proxyholders are present and cannot decide among themselves who will cast the third vote, the third proxy goes to the highest-ranking leader (or proxyholder) present
- ▶ Keep in mind that if one of these three club officer roles is not filled, no one may vote on behalf of that role
- ▶ No Area Council member or proxyholder may cast more than three votes, even if that person is a member of more than one club

# Who should conduct the election?

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- ▶ Primarily, the Area Director.
- ▶ If the Area Director is also a candidate to stand for a 2<sup>nd</sup> year as Area Director, the highest ranking Assistant Area Director not standing for election or Division Director

# Ballot

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- ▶ After the nominations are closed, if there is only one candidate, the Area Director declares that candidate elected
- ▶ If two or more candidates are nominated, each candidate is entitled to a two-minute speech
- ▶ Voting is by secret ballot
  - Both *Election Buddy* and *Election Runner* can accommodate the minimum requirements needed to host an electronic vote. The basic setup between these two platforms is similar and both offer free trials for you to experiment.
- ▶ Any candidate who receives a majority of the votes cast is declared elected
- ▶ In the event no candidate receives a majority of the votes cast for a contested office, voting continues without the name of the candidate who received the fewest votes. This procedure continues until one of the candidates receives a majority of the votes.
- ▶ The Area Director then notifies the District Director of election results.

# AD Election minutes template

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<b>Division / Area</b>	
<b>Area Director / Meeting Chair</b>	
<b>Date / Time / Location</b>	
<b>Number of area council members in total</b>	
<b>Number of members for Quorum</b>	
<b>Number of members attending</b>	
<b>Names of attendees and their roles</b>	

<b>Agenda Item</b>	<i>Notes</i>

<b>Record of Elections</b>	
<b>Candidate Name</b>	<b>Number of votes</b>

<b>Elected Candidate</b>	
Name	
Member number	
Club (s)	
Candidate's email address and mobile number	

Please send to District Director after the election to notify them of the election



# Back up slides from past DECM and DOT

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# What am I going to talk about?

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- ▶ What is Succession Planning and why is it essential?
- ▶ Club Succession Planning
- ▶ Area Succession Planning
- ▶ District Succession planning

# Succession Planning ...



**What does excellent look like?**



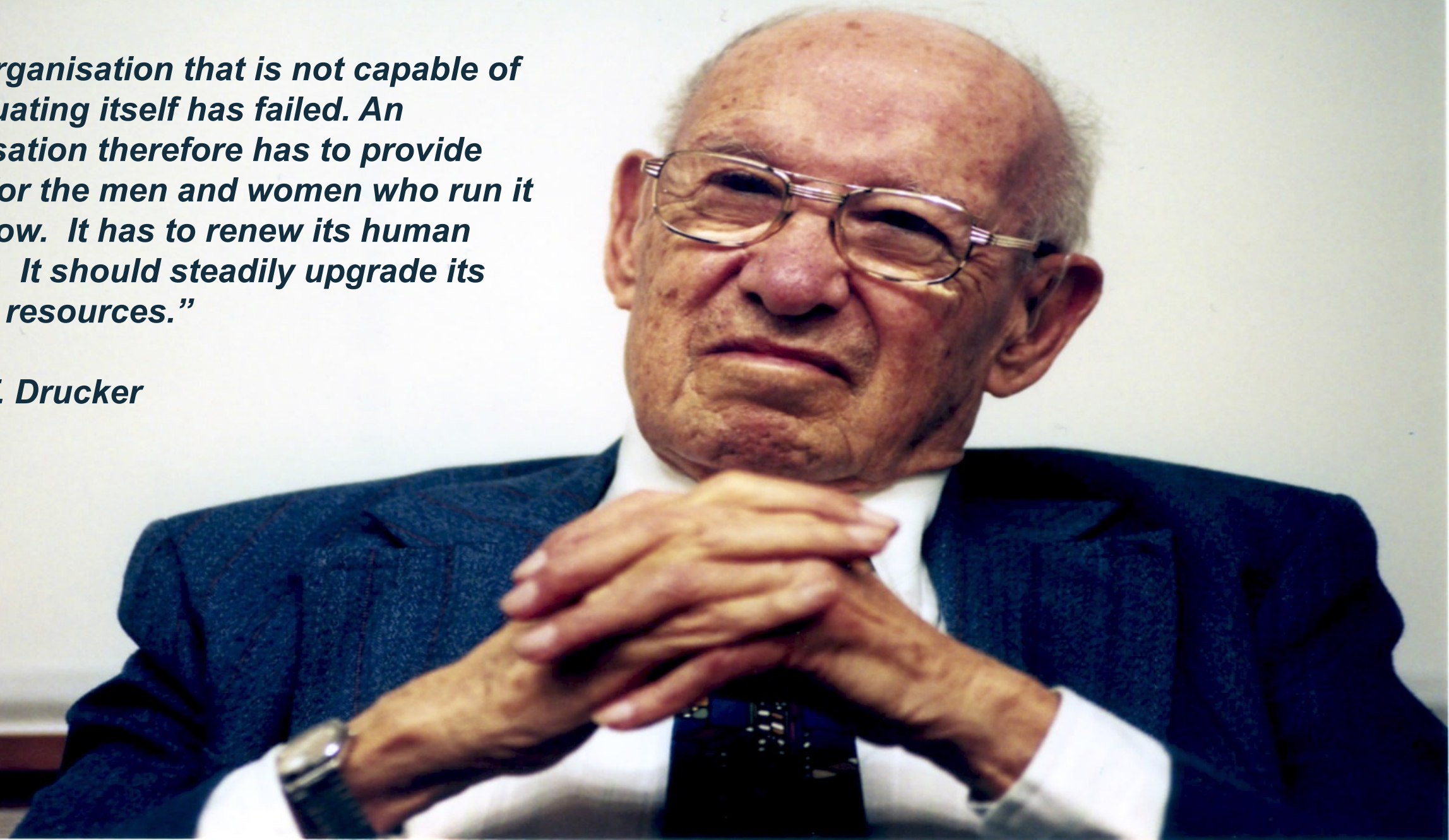
# Succession Planning

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The continual business of monitoring and developing internal talent to ensure that employees have the knowledge, skills and abilities necessary to succeed in future leadership roles.

***“The organisation that is not capable of perpetuating itself has failed. An organisation therefore has to provide today for the men and women who run it tomorrow. It has to renew its human capital. It should steadily upgrade its human resources.”***

***Peter F. Drucker***



# The Toastmasters Promise

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## **As a member of Toastmasters International and my club, I promise:**

- To attend club meetings regularly
- To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
- To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

# If you could start again on 1<sup>st</sup> July ...

- ▶ What would you do differently?
- ▶ What lessons have you learnt?
- ▶ Would you change your definition of what success looks like?

# Talent scouting

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- ▶ We **all** have a part to play in nurturing future leaders, be on the lookout
- ▶ Focus on development opportunities
- ▶ Encourage the next generation of District Leaders
- ▶ Promote awareness of leadership opportunities at all levels (Club, Area, Division, District)
- ▶ Advocate the benefits for personal and professional development

# Achieving excellence

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- ▶ What are the current strengths and weaknesses of your Clubs?
- ▶ How will you make it easier for your successor?
- ▶ Write it down and pass it on!

# How can you help?

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- ▶ Look out for talent
  - Event organizers (Club, Area, Division)
  - Extended teams (Assistants, Mentoring, events, socials)
  
- ▶ Provide opportunities
  - Talk to your Area Director, opportunities at Area and Division level and beyond!
  - HPL
  - DTM Project

# Elections happen at all levels

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- ▶ We already know we have members of District 91 that are nominated for International Director elections
- ▶ District Directors, Program Quality Directors, Club Growth Directors, Region Advisors, and International Officers and Directors may not endorse or officially support any International Officer or Director candidate. See Policy 9.1: International Campaigns and Elections, Section 9: International Candidate Endorsements.



# Club Succession Planning ...



**What does Excellence look like?**

# Club Succession Planning

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- ▶ Primarily, help your Clubs and discuss their succession planning activities
  - Reference the Club Leadership Handbook, page 53-54
  
- ▶ Reminder: Club Elections are 1<sup>st</sup> meeting of May and 1<sup>st</sup> meeting of November for bi-annual Clubs
  - Reference the Club Leadership Handbook, page 21 (Club Timeline) and page 53
  
- ▶ Reminder: if a Club has a vacancy, a special election is held at the next meeting following the announcement of the vacancy
  - Reference the Club Leadership Handbook, page 54, Vacancies paragraph
  - Why is this important?
    - Good Club Leadership
    - Area Council membership
    - District Council membership

# Quorum and Voting

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From the Club Constitution

## **Article V: Quorum and Voting**

### **Quorum**

#### **Section 1**

A majority of the active individual membership shall constitute a quorum for the transaction of all business of this club. A majority of the Club Executive Committee shall constitute a quorum for the transaction of the committee's business.

### **Voting**

#### **Section 2**

Each active individual member shall be entitled to one (1) vote on any matter presented to the club membership for a vote.

#### **Section 3**

No voting by proxy or absentee ballot shall be permitted on any matter presented to the club membership for a vote.

#### **Section 4**

Unless a greater vote is required by this constitution in a particular matter, the affirmative vote of at least a majority of those active individual members who are present and voting at a duly held business meeting at which a quorum is present shall be the act of this club.

# District Succession Planning ...



**What does Excellence look like?**

# We are be seeking candidates ...

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- ▶ Seeking candidates for nomination:
  - District Director
  - Program Quality Director
  - Club Growth Director
  - Division Director (8)
  
- ▶ Also seeking candidates for recommendation to the District Director
  - Administration Manager
  - Public Relations Manager
  - Finance Manager

# Now you might be wondering ... I'm interested, what's next?

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## Resources:

- ▶ [Map of Service](#)
- ▶ [District Leader Qualifications and Responsibilities](#)
- ▶ [District Leader Competencies](#)
- ▶ Webinars, newsletter and social post information over December/January
- ▶ Call me, or any other past/current leader

# Now you might be wondering ... I'm interested, what's next?

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<https://d91toastmasters.org.uk/members/news/become-a-district-leader/>

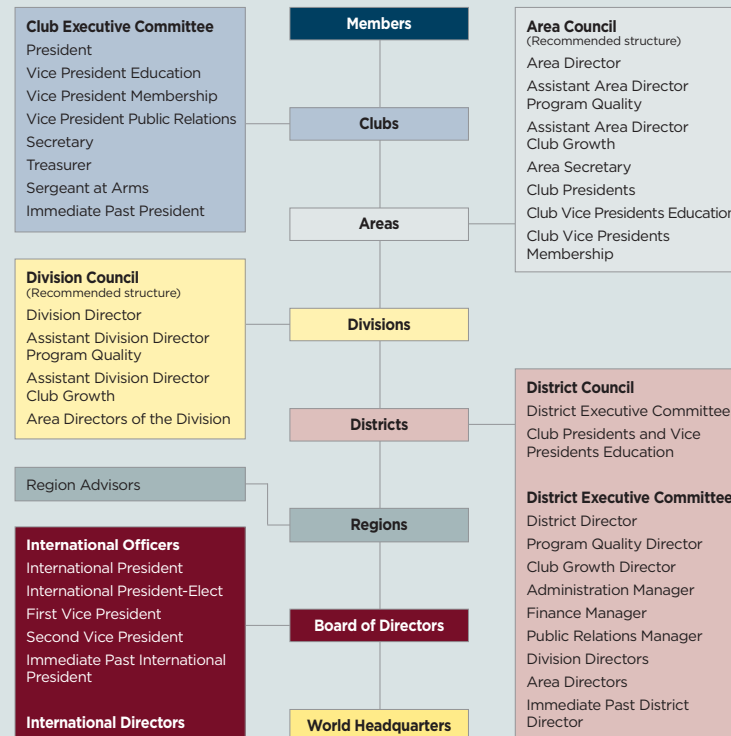
- ▶ Application form and supporting documents submitted online by 31 January 2022
  - Candidate Nomination and Application form
  - Signed DLARS (District Leader Agreement and Release Statement)
  - A short letter answering the questions or using the biography form:
    - Why you, why now?
    - What Toastmasters leadership role have you held so far?
    - Looking back at your past Toastmasters leadership role(s), describe a success, a challenge and the lessons learnt.
  - A lovely picture 😊

# Map of Service



## Map of Service To Members

Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.





# District Leadership Qualification and Responsibilities

## CALL FOR NOMINATIONS DISTRICT LEADER QUALIFICATIONS AND RESPONSIBILITIES



### DISTRICT PURPOSE

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 fulfills its responsibilities to its individual members.
- ▶ Providing effective training and leadership development opportunities for Club and District officers.

### DISTRICT MISSION

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

### TOASTMASTERS INTERNATIONAL MISSION

We empower individuals to become more effective communicators and leaders.

### TOASTMASTERS INTERNATIONAL VALUES

Integrity, Respect, Service and Excellence.

### TOASTMASTERS INTERNATIONAL ENVISIONED FUTURE

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

### ELECTED LEADER POSITIONS

All positions must be held by a member in good standing of a Toastmasters club in good standing. The responsibilities and qualifications of each elected leader position are as follows:

#### DISTRICT DIRECTOR

As the District's Chief Executive officer, direct the District in a way which fosters strong clubs, produces maximum growth in education completions, clubs and membership; and be consistent with the interests of members of Toastmasters International. Motivate the District to achieve Distinguished recognition. Achieve the mission of the District in a manner that motivates volunteer leaders and promotes a standard of excellence in all District activities.

#### Qualifications

At the time of taking office, the District Director shall have served at least six consecutive months as a Club President and at least 12 consecutive months as a Program Quality Director, Club Growth Director or Division Director or a combination thereof.

#### PROGRAM QUALITY DIRECTOR

Under the guidance of the District Director, strive to have every club and each member reap the benefits of Toastmasters and to have every club become Distinguished. Provides direction and counsel to Division Directors, Area Directors, and Club Officers on the educational opportunities in Toastmasters. Design and conduct successful District training programs, conferences, and other District educational events.

#### Qualifications

At the time of taking office, the Program Quality Director shall have served at least six consecutive months as a Club President and at least 12 consecutive months as a Program Quality Director, Club Growth Director or Division Director or an Area Director or a combination thereof.

#### CLUB GROWTH DIRECTOR

Under guidance of the District Director, make the benefits of Toastmasters membership available to greater numbers of people. Plan, develop, implement, and direct District marketing objectives. Develop and direct programs for new club development, club rescue efforts, club membership promotion, and membership retention. Achieve Distinguished District goals for membership and club growth. Promote standards of service to the member and to the club.

#### Qualifications

At the time of taking office, the Club Growth Director shall have served at least six consecutive months as a Club President and at least 12 consecutive months as a Program Quality Director, a Club Growth Director or Division Director, Area Director or a combination thereof.

#### DIVISION DIRECTOR

Achieve the mission of the District within the Division, accomplishing District goals in membership building and retention, club extension, and educational accomplishments. Ensure that each club realizes its mission and fulfills its responsibilities to members. Achieve Distinguished Division Program goals and ensure that Areas and clubs within the Division achieve Distinguished recognition. Serve the Division clubs by providing District support and resources through the Area Directors.

#### Qualifications

At the time of taking office, the Division Director shall have served at least six consecutive months as a member of a District Council.

## CALL FOR NOMINATIONS DISTRICT LEADER QUALIFICATIONS AND RESPONSIBILITIES



### OTHER POSITIONS

The following positions are either elected or appointed by the District Director:

#### AREA DIRECTOR

Provide District contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to members. Help clubs by keeping in regular contact with Club Presidents in the Area and by visiting each club at least twice during the year. Achieve Distinguished Area Program goals and ensure that each area club is Distinguished.

#### Qualifications

At the time of taking office, insofar as practicable, the area Directors shall have served as members of a District Council.

#### ADMINISTRATION MANAGER

Help the District function effectively and achieve its mission by recording and maintaining accurate minutes of District Council, Executive Committee, and other meetings. Serve as upholder of the District Administrative Bylaws and Policies.

#### Qualifications

At the time of taking office, the Administration Manager should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions, has access to a personal computer and is able to reproduce materials.

#### FINANCE MANAGER

Establish and maintain effective fiscal management of the District. Promote the growth of Toastmasters by providing sound fiscal guidance to the District. Produce monthly reports reflecting the District's financial status, and ensure that expenditures remain within the budget approved by the District Council. Ensure that the District maintains the financial controls established by Toastmasters International.

#### Qualifications

At the time of taking office, the Finance Manager should have accounting experience and understand basic bookkeeping practices.

#### PUBLIC RELATIONS MANAGER

Work under the direction of the District Director. Help maintain communication between the District and its members and work to increase public awareness of Toastmasters International through the media. Prepare 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. Promote District conferences and leadership training opportunities within the District.

#### Qualifications

At the time of taking office, the Public Relations Manager should possess experience in and core understanding of public relations.

**If you or if someone you know of would like to serve in one of these positions, please submit the District Leader Nominating Form to the District Director or District Leadership Committee.**

# Competencies



## District Director Competencies

COMPETENCY CATEGORY	COMPETENCY	EVIDENCE OF COMPETENCY
Skills	Strategic thinking and planning	District operational plan developed and monitored
	Empowering and developing members	Success in Distinguished District Program
	Inspiring and motivating members	Positive approach by District leaders and members
	Team building	Best people selected to fill vacancies for District positions and committees
	Team management	District leadership team meets regularly and reviews progress
	Collaboration	Works with key groups within the District and outside bodies to further the goals of the District
	Analytical skills	Reports regularly to members on District progress in the Distinguished District Program, including future trends and issues
Knowledge	Working knowledge of Toastmasters governing documents and manuals for District and club leaders	Applies Toastmasters Policies and procedures to District activities
	Knowledge of meeting procedures	District meetings conducted according to required procedures
	Basic financial literacy	District meets financial reporting requirements of World Headquarters
Characteristics	Integrity	Observable in leader behavior
	Sincerity	
	Empathy	
	Honesty	
	Consideration for others	
	Service orientation	Mentors and supports other District leaders
	Passion for mission and vision of TI	District fulfills the requirements of the Distinguished District Program
	Creativity	
Attributes	Enthusiasm	
	Respect	Observable in leader behavior
	Patience	
	Tact	
	Punctuality	
	Commitment to success and mission of Toastmasters International	
	Discipline to complete assigned responsibilities	
	Goal oriented	
	Tenacious	
	Organized, following up on plans	
	Decisive and able to make tough decisions when required	Quick resolution of District issues
	Adaptive and willing to change when needed	High levels of member satisfaction with District services
	Proactive, anticipating issues before they arise	Minimum of unresolved contentious issues in the District
	Resourceful and knowing where to obtain resources	Members' needs being met

# Application form



## Candidate Application

*These materials are confidential. District Leadership Committee (DLC), upon completion of voting, submit all forms to the committee chair to destroy after the final report has been distributed to the District Director.*

Should you require more information about any of the **District leader roles**, please write to [districts@toastmasters.org](mailto:districts@toastmasters.org).

If you are a candidate for a District leader position, please complete the form below and submit it to your District Director or DLC. The qualifications found on this form are stated in the District Administrative Bylaws of the Toastmasters governing documents. Keep in mind that any candidate who does not meet these qualifications cannot be considered for office.

Candidate name \_\_\_\_\_ Member number \_\_\_\_\_

District office position \_\_\_\_\_

### Section I: All Candidates

- Candidate is a member in good standing of a club in good standing.
- Candidate must have been a member for the past twelve months, or has been a member for twelve consecutive months within the past three years, in the District in which the officer shall serve.
- Candidate has completed and submitted the **District Leader Agreement and Release Statement**.
- Candidate photograph and biography information.

### Section II: Volunteer Service History

Following are the minimum qualifications for each District leader position that a candidate must meet at the time of taking office. For verification, please attach a print out from the "Offices Held" section of your online account for the DLC. Additionally, all District leaders should be evaluated (by role) for their **competencies**.

#### Requirements for Office:

##### District Director

- Six consecutive months served as Club President  
Club name \_\_\_\_\_ Year served \_\_\_\_\_

**And** twelve consecutive months as one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Program Quality Director<br>Year served _____ | <input type="checkbox"/> Division Director<br>Year served _____  |
| <input type="checkbox"/> Club Growth Director<br>Year served _____     | <input type="checkbox"/> Combination of Program Quality Director or Club Growth Director and Division Director positions<br>Number of terms in each position and year served _____ |

##### Program Quality Director

- Six consecutive months served as Club President  
Club name \_\_\_\_\_ Year served \_\_\_\_\_

**And** twelve consecutive months as one of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Program Quality Director<br>Year served _____ | <input type="checkbox"/> Division Director<br>Year served _____ |
| <input type="checkbox"/> Club Growth Director<br>Year served _____     | <input type="checkbox"/> Area Director<br>Year served _____     |

# DLARS

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## District Leader Agreement and Release Statement

### Directions

Toastmasters International requires that any candidate running for and/or holding office, whether elected or appointed, agrees to and signs the District Leader Agreement and Release Statement below. Please submit your signed statement to the chair of the District Leadership Committee (DLC). Completed statements will be submitted to the District Director. Then, only the statements of newly elected and appointed leaders will be sent to District Leader Service and Support at World Headquarters ([districts@toastmasters.org](mailto:districts@toastmasters.org)) to be kept on file.

### District Leader Agreement and Release Statement

As a member of the District Executive Committee, I accept the responsibilities and duties as prescribed from time to time by the Board of Directors or in the **Articles of Incorporation** or **Bylaws of Toastmasters International**, in these administrative bylaws, or in standing rules or policies adopted by the District Council of this District, including but not limited to:

- ▶ I take personal responsibility for my conduct, individually and as a leader of Toastmasters International.
- ▶ I agree to abide by the principles contained in "A Toastmaster's Promise."
- ▶ 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.
- ▶ I understand that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, therefore, 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.
- ▶ I will always conduct myself in a professional manner and adhere with the core values.
- ▶ I confirm that I am proficient in English, as it is the official business language of Toastmasters International and is expected of all District leaders.
- ▶ I understand that disagreements can and will occur. Therefore, I promise to focus on the issue at hand and not on the individual.
- ▶ I understand that individual members, clubs, and Districts may not create or use their own logo to replace or supplement the Toastmasters logo and wordmark.
- ▶ I consent to the sharing of my personal information (email address, phone number, etc.) with leaders and officers within my District, when necessary, to conduct legitimate Toastmasters operations. Additionally, I agree to receive all communications from Toastmasters International World Headquarters.
- ▶ I understand that all programs, materials, and contents are property of Toastmasters International and cannot be used for any individual, their affiliates, and/or organizations to derive any financial gains.

By signing this agreement, I acknowledge that I have a full understanding of the duties and responsibilities prescribed in the District Administrative Bylaws of my role.

For District Directors, Program Quality Directors and Club Growth Directors: I understand that August and Mid-year District Leader Training are mandatory and requires my full participation, and may require me to travel internationally. I confirm that I am able to travel internationally. I agree that by signing below I am giving permission for the publication of my picture and name in the District Director Brochure. I also give permission for the use of my picture and name at the International Convention.

### Confirmation

I have read and agree to the terms and conditions of the District Leader Agreement and Release Statement.

Full name (please print)	Member Number		
Officer position	Area (if applicable)	Division (if applicable)	District
Signature	Date		

# Application portal

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Dropbox - Submit files 04/12/2021, 11:35

[Sign in](#)

DLT D91 sent you this request

## Leadership Candidate Application

Please submit your candidate application documentation:

- Application form
- DLARS form
- Short letter
- Picture

Add files

or drag stuff here

Your files will be uploaded securely to DLT D91's Dropbox account. [More about file requests](#) and our [Privacy Policy](#).

English (United Kingdom)

[Privacy Policy](#) to learn more. You can manage your personal preferences in our [Cookie Consent Tool](#).

DeclineAccept all

# The difference is key!

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## Proactive Planning

- Strong “Club Success Plan” and strategy
- Identified positions and candidates
- Documented processes and technology
- Trained and transferred
- Monitored and Evaluated



## Reactive Cramming

- No handover processes in place
- Beg people to be an officer
- Blackmail and threats
- Cry and sob
- Elect people who are absent

