



# Minutes of the 2020-2021 Board of Directors Teleconference

February 22, 2021

The 2020-2021 Toastmasters International Board of Directors met on February 22, 2021, with International President Richard E. Peck, DTM, presiding. The other officers and directors present were: Margaret Page, DTM; Matt Kinsey, DTM; Morag Mathieson, DTM; Deepak Menon, DTM; Sal Asad, DTM; Sudha Balajee, DTM; Dorothy Isa Du, DTM; Roy Ganga, DTM; Karen Lucas, DTM; Melissa McGavick, DTM; Mohamad A. Qayoom, DTM; Stefano McGhee, DTM; Elizabeth Nostedt, DTM; TK O'Geary, DTM; Harold Osmundson, DTM; Aletta Rochat, DTM; Lesley Storkey, DTM; Naomi Takeuchi, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Chief Information and Digital Officer Sam Farajian, Legal Director and Corporate Counsel Aaron Charrouf, Partnerships and Development Director Angela Cunningham, District Growth and Support Director Jonathan Lam, Marketing Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, Executive Assistant to the Chief Executive Officer Amber Villa, Region Advisor Program Coordinator Katie Welsh, and Secretary Kate Wingrove were also present.

1. The Board reviewed and accepted the agenda as presented.
2. The Board received the report of the Region Advisor Selection Committee. The Board tasked the Committee with selecting the best-qualified individuals for the role of Region Advisor for each Region, as well as reviewing the Region Advisor selection process and providing recommendations to improve the process in the future. The recommended individuals were submitted and approved during the December 16, 2020 meeting of the Board.

The Committee made recommendations to the Region Advisor selection process focusing on the areas of recruitment, the application, interview questions, and evaluation. These recommendations are designed to better support recruitment efforts, create clarity on the application, streamline the interview process, and allow for a finer grade of differentiation between applicants. The end result of these changes would be to further refine and strengthen the Region Advisor selection process.

The Board accepted the recommendations of the Region Advisor Selection Committee, as presented.

The Board approved the amendments to Policy 10.0 (attached), effective July 1, 2021.

The Board voted to accept the report of the Region Advisor Selection Committee.

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted.”



Kate Wingrove  
Secretary

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer  
Past International Presidents  
Past International Directors

Policy 10.0  
**Region Advisors**

**1. Role and Responsibility**

- A. The purpose of a Region Advisor (RA) is to provide support, leadership development, skill building, mentoring, and coaching to expand District leaders' capacity to achieve the District mission through frequent communication and approved District visits.
- B. RAs report to the International President through World Headquarters. RAs provide monthly reporting to the International President using a format provided by World Headquarters.
- C. An RA may not campaign for, be elected to, or be appointed to any District office or role while serving as an RA.
- D. An RA may not be, or campaign on behalf of, an International Officer or Director candidate while serving as an RA. An RA may not stand for election at the Annual Business Meeting in the same year in which their RA term ends.

**2. Qualifications**

- A. Individuals who apply for or who are appointed to be RAs are paid members who have served 12 months as Immediate Past District Director (IPDD), 12 months as District Director (DD), and who have served 12 months in one (1) of the following two (2) roles: Program Quality Director (PQD) or Club Growth Director (CGD), or a combination thereof.
- B. Individuals who are serving in an elected or appointed District-level (including Area and Division) role may not apply in the same program year in which they are completing their term.
- C. Individuals for whom an International Officer or Director Letter of Intent is on file at World Headquarters may not apply for or be selected as an RA.

**3. Term of Service**

- A. The RA term lasts for 15 months: April 1 through June 30 of the following year. RAs must apply for each term and may serve no more than two (2) consecutive terms. There is no limit on nonconsecutive terms.
- B. RA vacancies are filled by the International President, with ratification by the Executive Committee, to complete the remainder of the term. The International President may grant a temporary leave of absence in appropriate circumstances.
- C. An RA may resign in writing to the International President.
- D. An RA may be removed from service at any time, with or without cause, by the Executive Committee.

**4. Confidentiality**

- A. An RA may receive organizational communication which should be kept

confidential unless otherwise instructed. Such items may not be copied, shown to, or discussed with anyone except as authorized by the International President or Chief Executive Officer. The same restrictions are applicable when such communication is also sent to Past Region Advisors.

- B. A breach of confidentiality must be immediately reported to the Chief Executive Officer, who reports it to the International President. Violators may be subject to further disciplinary action.

## **5. Region Advisor Selection Committee**

- A. The RA Selection Committee is composed of:
  - I. One (1) International Officer, who serves as chair, appointed by the International President.
  - II. At least two (2) International Directors appointed by the International President. Each member will serve a two-year term when practicable. For each year, one (1) member will be a first-year International Director and one (1) will be a second-year International Director.
  - III. No fewer than eight (8) members representing a combination of past RAs or Past International Directors appointed by the International President-Elect with the approval of the Executive Committee. Potential committee members may either self-identify or be identified by the International President-Elect.
    - a. District leader evaluations of each RA's service are used when selecting past RAs to serve on the committee.
- B. RA Selection Committee members are fair and open-minded.
  - I. All committee members must complete a confidentiality form and submit it to World Headquarters.
  - II. Committee members with a conflict of interest, such as a business or personal relationship with an applicant that creates a reasonable doubt as to the ability of the committee member to be impartial, must declare to the chair as soon as the conflict is identified. They must also abstain from discussion and voting regarding that applicant in context of the Committee. In the event that the chair has a conflict of interest, as specified above, the chair must submit their resignation to the International President as soon as the conflict is identified.
  - III. Committee members' responsibilities are to actively participate in meetings, keep all committee discussions and information confidential, study applicants' applications, watch applicants' training videos, review assessment results, conduct applicant interviews, consider any additional information available, make informed decisions, suggest or recommend qualified applicants to the chair, and seek ways to improve selection process.

### C. Applicant Assessment

- I. Each RA applicant's competencies will be assessed by leaders whose dues are paid and who served with them in previous Toastmasters roles. The assessment will be administered by a professional assessment firm after the application process has closed. The results will be provided to the RA Selection Committee and to each respective applicant. Applicants must, before receiving the assessment results, agree in writing to keep them completely confidential.

Applicants may designate up to three (3) individuals to also receive their assessment results. Applicants may not share their results with these individuals directly. World Headquarters will provide any individual designated by an applicant with a confidentiality form. Once World Headquarters has received a signed form from the individual, the results will be provided to that individual directly.

Breaches of assessment confidentiality by anyone are subject to appropriate disciplinary action.

- II. The RA Selection Committee Chair may discuss applicants and assessment results as appropriate with the Board of Directors, International Leadership Committee Chair and Chief Executive Officer.
- III. The assessment tool is sent to:
  - a. The International Director, RA, PQD, CGD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, **and** Division Directors, ~~and Area Directors~~ who served while the applicant was DD.
  - b. The International Director, RA, DD, CGD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, **and** Division Directors, ~~and Area Directors~~ who served while the applicant was PQD.
  - c. The International Director, RA, DD, PQD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, **and** Division Directors, ~~and Area Directors~~ who served while the applicant was CGD.
  - d. The DD, PQD, CGD, and District Public Relations Managers of Districts the applicant served as an RA.
  - e. The International Officers and Directors who served while the applicant was International Officer and/or Director.
  - f. The International Officers and Directors who served while the applicant served as an RA.

**g. RAs who served with the applicant while the applicant served as an RA.**

~~g.~~ **h.** The DD, PQD, and CGD of Districts in which the applicant has been a member during each of the last five (5) years.

~~h.~~ **i.** The applicant.

D. Each year, the Board of Directors appoints RAs after considering applicants recommended by the RA Selection Committee.

- I. The Committee recommends one (1) RA for regions with eight (8) or fewer Districts.
- II. The Committee recommends two (2) RAs for regions with nine (9) or more Districts. The Committee recommends District assignments to RAs.
- III. The Committee may recommend the appointment of an additional RA for any region in order to meet region-specific needs and further the interests of Toastmasters International.