



# Minutes of the 2020-2021 Board of Directors Teleconference

March 12-14, 2021

The 2020-2021 Toastmasters International Board of Directors met on March 12-14, 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; Stefano McGhee, DTM; Elizabeth Nostedt, DTM; TK O'Geary, DTM; Harold Osmundson, DTM; Mohamad A. Qayoom, 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, Director of Partnerships and Development Angela Cunningham, District Growth and Support Director Jonathan Lam, Marketing and Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, Club Quality and Service Lead Michael Barr, Corporate Relations Specialist Amy Bodfield, Records Management Administrator Kristen Kyriazis, Education Development Supervisor Jessie Lester, Copywriter Andy Tonge, Executive Administrative Assistant Casey Welsh, and Secretary Kate Wingrove were also present.

1. The Board reviewed and accepted the agenda as presented.
2. International President Peck presented a report of his experiences while serving as International President. He applauded the initiative taken, as well as the innovation by the Board of Directors and the membership, emphasizing the astounding resilience he has seen every day. He shared the joy he has found connecting with members around the world during his world tour and how meaningful he has found these interactions. He encouraged Toastmasters members not to focus on the challenges but rather to look for opportunities that will help strengthen us as an organization.
3. The Board received the report (attached) of the March 5, 2021 Strategic Planning Committee teleconference as presented by Past International President Menon. Then the Board participated in two (2) brainstorming exercises with the Strategic Planning Committee. The exercises focused on rebuilding and reimagining the future of Toastmasters post-pandemic and mentoring in Toastmasters at the club, District, and region levels. The Board also received, from the World Headquarters staff, an update on the progress and content of the initiatives that comprise the 2020 Interim Strategic Plan.
4. **RESTRICTED**

5. The Board reviewed the progress made to date on corporate club efforts and provided guidance to World Headquarters for future actions. These efforts are aimed at enhancing corporate relationships and corporate club building, based on the recommendations of the Corporate Relationships Committee in March 2019. To support these efforts, research has been conducted to measure the needs of companies that Toastmasters can fulfill, identify barriers that prevent companies from organizing clubs, develop strategies to work with corporate champions, and streamline internal processes for supporting corporate club building.
6. The Board received an update on the financial performance of the organization.
7. The Board received an update from Chief Executive Officer (CEO) Rex on the status of the organization.
8. The Board participated in a team building activity.
9. The Board received the report (attached) of the March 5-7, 2021 Executive Committee teleconference as presented by International President-Elect Page. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 18, and 19.

The Board adopted item #15.

**HIGHLY CONFIDENTIAL**

The Board adopted item #17.

**HIGHLY CONFIDENTIAL**

10. The Board reviewed the new mentor pairings for Board members for March-August 2021 and each pairing was given time to establish their preferences for working together and the specific goals and objectives on which they wish to focus.
11. The Board participated in breakouts for the Board of Directors Committees that will be in effect for March-August 2021: the Disciplinary Process Review Committee, the Leadership Credit Committee, and the Policy Review Committee.
12. The Board reviewed and approved a series of recognition and incentive items to be implemented for the 2020-2021 program year. These items are intended to provide motivation and support to the volunteer leaders of the organization, much like those approved during the May 14-15, 2020 Board of Directors teleconference for the 2019-2020 program year.
13. The Board discussed District Visits for this program year, the anticipated outcomes, and ways to increase the effectiveness of these visits, considering the current and ever-changing global environment.

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.”

A handwritten signature in black ink that reads "Kate Wingrove". The signature is written in a cursive, flowing style.

Kate Wingrove  
Secretary

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



# Minutes of the 2020-2021 Strategic Planning Committee Teleconference

March 5, 2021

The 2020-2021 Strategic Planning Committee met March 5, 2021, with Immediate Past International President Deepak Menon, DTM, presiding. The other officers present were: International President Richard E. Peck, DTM; International President-Elect Margaret Page, DTM; First Vice President Matt Kinsey, DTM; Second Vice President Morag Mathieson, 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, Director of Partnerships and Development Angela Cunningham, Club Quality and Member Support Director Danielle Mitchell, District Growth and Support Director Jonathan Lam, Marketing Communications Director John Lurquin, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, and Secretary Kate Wingrove were also present. No Committee members were absent.

1. The Committee received an update on the topics that were discussed during the November 2020 meeting of the Strategic Planning Committee. These topics included Proposal A, the future of Toastmasters clubs and Toastmasters International in a post-pandemic world, the current tagline, and Board of Directors communications.
2. The Committee received, from the World Headquarters staff, an update on the progress and content of the initiatives that comprise the 2020 Interim Strategic Plan.
3. The Committee discussed the organization's future, focusing on several projects that make up the organization's roadmap, the priority of each project, and the appropriate time to implement such projects. The Committee will continue discussing this topic at future meetings.
4. The Committee participated in a brainstorming activity focusing on rebuilding the future of Toastmasters post-pandemic. The discussion included creating clarity about what is meant by "rebuilding," how we can provide motivation and support to drive the rebuilding process, as well as specific strategies to implement.
5. The Committee participated in a brainstorming activity focusing on mentoring in Toastmasters at the club, District, and region levels. The discussion included the concept of formalizing mentoring for volunteer leaders, including creating a pool of potential mentors with clear criteria and a process for partnering mentors and protégés. Also discussed was the importance of emphasizing the benefit of mentoring to volunteer leaders and creating a culture in which leaders feel comfortable asking for help.

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” or “highly confidential.”

A handwritten signature in black ink that reads "Kate Wingrove". The signature is written in a cursive, flowing style.

Kate Wingrove  
Secretary

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



# Minutes of the 2020-2021 Executive Committee Teleconference

March 5-7, 2021

The 2020-2021 Toastmasters International Executive Committee met March 5-7, 2021, with International President Richard E. Peck, DTM, presiding. The other officers present were: International President-Elect Margaret Page, DTM; First Vice President Matt Kinsey, DTM; Second Vice President Morag Mathieson, DTM; Immediate Past International President Deepak Menon, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Legal Director and Corporate Counsel Aaron Charrouf, District Growth and Support Director Jonathan Lam, Marketing Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, Education Development Supervisor Jessie Lester, Region Advisor Program Coordinator Katie Welsh, and Secretary Kate Wingrove were also present. No Committee members were absent.

1. The agenda was adopted as presented.
2. The International President and each International Officer presented a report of their experiences and responsibilities since the November 2020 Executive Committee meeting. The reports included a reflection on the changes they have seen in themselves during the pandemic, the changes they have seen in leaders and members during their visits, and their key areas of focus for transitioning to the next program year.
3. The Committee received an update on the financial performance of the organization.
4. The Committee received an update from Chief Executive Officer (CEO) Rex on the status of the organization. The organization is seeing positive results from the incentives and exceptions established by the Board of Directors in support of our members and leaders during the COVID-19 pandemic. The long-term results of these programs are yet to be seen.
5. The Committee reviewed the status of undistricted clubs in the organization, both in-person and online, and the impact of these clubs being undistricted. The Committee approved a two-part process for assigning in-person undistricted clubs to a District. The first part will focus on assigning undistricted geographical areas in which clubs are located. The second part will look at countries with no club presence to see to which District the country should be aligned. The intention of this decision is to provide all clubs in the organization with better support and connection to our global organization.

6. The Committee reviewed the status of reformatations that will take effect on July 1, 2021: Districts 60 (The City of Toronto, Ontario, Canada [South of Dixon Road]), 86 (Southern and Western Counties of Ontario, Canada) and 123 (Northern and Eastern Counties of Ontario; and the City of Toronto [North of Dixon Road]).

The Committee reviewed the status of the reformation that will take effect on July 1, 2022, in Districts 41 (Jammu & Kashmir, Ladakh, Himachal Pradesh, Punjab, Chandigarh, Uttarakhand, Haryana, Delhi & Nepal), 98 (Mumbai & Suburban Mumbai, Palghar, Thane, Nashik Division except for Ahmednagar and Nashik, Gujarat, Madhya Pradesh, Rajasthan, Daman & Diu, Dadra & Nagar Haveli), 124 (Uttar Pradesh, Bihar, Jharkhand, West Bengal, Manipur, Assam, Arunachal Pradesh, Mizoram, Meghalaya, Nagaland, Tripura, Sikkim, Bhutan & Bangladesh), 125 (Pune Division, Konkan Division except for Thane & Palghar), Aurangabad Division, Nashik Division (Ahmednagar and Nashik), Amravati Division & Goa), and 126 (Telangana, Andhra Pradesh, Chhattisgarh, Odisha & Nagpur Division).

The Committee received updates from the following reformation committees:

- District 74 (Southern Africa)
- District 85 (Southeast China)
- District 105 (Jordan, Lebanon, Oman, and the United Arab Emirates): The District submitted a reformation proposal to reform into two (2) Districts consisting of the following areas:
  - District 105: Abu Dhabi, Jordan, and Oman (123 clubs)
  - District 127: Dubai and northern parts of the United Arab Emirates (UAE) and Lebanon (128 clubs)

The Committee instructed International President Peck to contact the chair of the District 105 Reformation Committee to learn more about the reasoning behind the proposal.

The Committee reviewed the request from District 94 (West Africa: Benin, Burkina Faso, Cameroon, Côte d'Ivoire, Gabon, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Republic of the Congo, Senegal, Togo) to form a reformation committee. The Committee applauds the efforts of District 94 and the rapid growth they have experienced but encourages the District to follow the documented process for forming a reformation committee, including having a minimum of 200 clubs prior to submitting a new request.

The Committee reviewed and recommends that the Board approve the District boundary adjustment request from District 107 (Andorra, Portugal, and Spain) to include Morocco, effective July 1, 2021.

The Committee reviewed and recommends that the Board approve the District boundary adjustment request from Districts 60 (Ontario, Canada) and 61 (Eastern Ontario, Québec, and Northern New York State) to move the counties of Addington and Lennox from District 60 to District 61, effective July 1, 2021.

7. The Committee reviewed and discussed the preferred vendor licensing agreement model and its feasibility as a global logistics and distribution solution. The intent of this initiative is to provide the leaders and members of the organization with easier access to high-quality products, in a shorter amount of time at a lower cost. The Committee noted the progress of this model in India and instructs World Headquarters to continue the development of this solution in other areas of the world.
8. The Committee reviewed the creation of the Region Success Plan for the 2020-2021 term and considered other goals and objectives for the 2021-2022 Region Advisors that can support the organization.
9. The Committee discussed District Visits for this program year, the anticipated outcomes, and ways to increase the effectiveness of these visits, considering the current and ever-changing global environment. They also discussed methods of improving and streamlining the process that District leaders follow to request a District Visit.
10. The Committee reviewed potential vendors for conducting 360° assessments for International Officer and International Director candidates and Region Advisor applicants and chose to continue working with the current vendor. The Committee also reviewed and approved enhanced International Officer and International Director candidate assessment questions which are designed to support a more constructive evaluation and selection process through which candidates receive actionable feedback. The Committee also recommends that the Board approve the elimination of comments sections from the 360° assessments for Board candidates and Region Advisor applicants, effective July 1, 2021. Doing so protects candidates and applicants from receiving comments that are not constructive or are unnecessarily negative and hurtful.
11. The Committee discussed the Board of Directors Committees that will be in effect for March-August 2021: the Disciplinary Process Review Committee, the Leadership Credit Committee, and the Policy Review Committee.
12. The Committee reviewed and approved the proposed outline and timeline for an International Officer and Director Candidate Training program. This program would include topics such as strategic thinking, budgeting, and collaborative thinking, with the overall intent of ensuring that all International Officer and Director candidates have a consistent foundational understanding of the role of the Board of Directors and how it functions.
13. The Committee received an update from World Headquarters staff on the following working groups: the District Mediation Working Group; the Speech Contest Working Group; and the Change Management Working Group.
14. The Committee reviewed and discussed new mentor pairings for Board members for March-August 2021.

15. The Committee reviewed proposed amendments to Policy 6.1 (attached), that will ease the Accredited Speaker Program judge selection process by lessening the burden on those volunteering to judge. The Committee recommends that the Board of Directors adopt the proposed amendments, effective immediately.
16. The Committee reviewed a request from a District for an exception to use its excess District reserve funds beyond what is allowed in the governing documents. The Committee did not approve this request and reaffirmed that Districts must not budget for a financial loss during the 2020-2021 program year beyond the exception approved during the October 28, 2020 Board of Directors teleconference.
17. **HIGHLY CONFIDENTIAL**
18. The Committee reviewed and discussed the management of the current Accredited Speaker social media accounts. The Committee directed World Headquarters to assume control of those accounts and assess the accounts in conjunction with the Accredited Speaker Council Chairs.
19. The Committee reviewed the agenda for the March 2021 Board of Directors teleconference.

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” or “highly confidential.”



Kate Wingrove  
Secretary

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

## Accredited Speaker Program

### 1. Eligibility

- A. Active members of a club in good standing, who meet all requirements outlined here, are eligible to apply for the Accredited Speaker Program.
  - I. Have completed all levels in a single path in the Toastmasters Pathways learning experience, or have earned Advanced Communicator Bronze or Advanced Toastmaster Bronze
  - II. Have presented a minimum of 25 eligible speaking engagements to non-Toastmasters audiences within the past three (3) years (from the date of application)
    - a. 15 of the 25 speaking engagements must have been paid engagements.
      - i. Travel or expense reimbursements, gifts, donations, or per diems qualify for a maximum of seven (7) of the 15 paid speaking engagements.
      - ii. At least eight (8) of the 15 paid speaking engagements must have been speeches or presentations for which the speaker was directly compensated a pre-arranged fee.
    - b. Virtual presentations qualify, as long as the audience of 20 or more viewed the presentation in real time.
    - c. The speaker must be the principal author/owner of a substantial portion of the content used. Content owned by an outside source and used as the major portion of a presentation does not qualify.
      - i. These speaking engagements must not have been presented as part of the speaker's regular employment, unless self-employed.
- B. International Officers or Directors, candidates for International Officer or Director, Region Advisors and applicants for Region Advisor are not eligible to apply to the Accredited Speaker Program.

### 2. Application Process

- A. World Headquarters accepts Accredited Speaker Program applications between January 1 and February 1 each year.
  - I. Applications submitted after February 1 and before January 1 are not considered.
- B. Those who meet eligibility requirements and submit a complete application as outlined here are eligible to become candidates for the Accredited Speaker designation.
  - I. A completed Accredited Speaker Application Form (the official Accredited

Speaker Application Form must be used)

- a. Must include a list of 25 eligible speaking engagements, as outlined in Section 1.A.II
- II. A link to a video presentation that is 20 to 60 minutes in length, spoken in English, and recorded before a live, non-Toastmasters audience
  - a. Virtual presentations qualify, as long as the audience of 20 or more viewed the presentation in real time.
  - b. A copy of any presentation slides included in the video submission must be included with the application.
- III. Five (5) recommendations from five (5) different clients for paid speaking engagements
- IV. A Level 1 application fee of \$100 USD
  - a. This fee is non-refundable and non-transferable.
- V. Links to any applicable websites and/or social media profiles dedicated to the applicant's professional speaking career
  - a. Applicants cannot be denied from the program solely because they do not have a professional website or social media profile(s).
- C. In February, World Headquarters reviews all eligible applications to ensure they are complete and meet outlined requirements.
- D. If an application is incomplete or missing information, or the video does not meet outlined requirements, the applicant will be notified and permitted seven (7) days to correct the error.
- E. If the applicant does not, or is unable to, correct the error within seven (7) days, they will not be considered for Level 1 that year and must re-submit a complete application during a new application cycle if they would like to re-apply.
  - I. Their \$100 USD application fee will not be refunded or applied to a future application.

### **3. Accredited Speaker Program Process**

- A. The Accredited Speaker Program consists of Level 1 and Level 2.
- B. Eligible applicants who submit a completed application in January advance to Level 1.
- C. Level 1 of the Accredited Speaker Program follows the below progression.
  - I. Complete applications submitted to World Headquarters are shared with Level 1 judges.
    - a. Level 1 judges are Accredited Speaker Program Council members, as selected by the council chairs, with approval of the First Vice President.
  - II. The Accredited Speaker Program Council members (Level 1 judges) thoroughly review all elements of each application.

- a. All components of the application may be taken into consideration when determining whether to give the applicant a passing score.
    - b. When viewing applicant videos, council members use the Accredited Speaker Program Judge's Guide and Ballot to score the video presentation and provide the applicant with written feedback.
  - III. After reviewing all the application materials and using the Judge's Guide and Ballot to score the video presentation, council members provide the applicant with a final score out of 100.
    - a. 80 or above is a passing score.
  - IV. To advance to Level 2, candidates must receive a passing score from four (4) out of five (5) council members (Level 1 judges).
    - a. All applicants who receive a passing score from four (4) out of five (5) judges will advance to Level 2.
    - b. All applicants who do not receive a passing score from four (4) out of five (5) judges will not advance to Level 2 and must re-submit a complete application during a new application cycle if they would like to apply again.
      - i. Their \$100 USD application fee will not be refunded or applied to a future application.
- D. Level 2 of the Accredited Speaker Program follows the below progression:
  - I. All applicants who advance become Level 2 candidates and are invited to give a live presentation, spoken in English, during the Accredited Speaker Program at the Toastmasters International Convention in front of a panel of judges.
    - a. Candidates who accept the invitation to present at the Accredited Speaker Program must submit a Level 2 application fee of \$150 USD.
      - i. This fee is nonrefundable and nontransferable.
    - b. Candidates who are unable to accept the invitation to present at the Accredited Speaker Program the same year they passed Level 1 may present at Level 2 any year within three (3) years of their original application.
      - i. Candidates participating in Level 2 in a different year than when they passed Level 1 must inform World Headquarters of their intent by May 1 of the year they plan to participate.
      - ii. Upon informing World Headquarters, these candidates will be required to pay the \$150 USD Level 2 application fee.
  - II. Based on the number of Level 2 candidates in a given year, World Headquarters may conduct the Accredited Speaker Program in multiple groups during the International Convention.
    - a. Each group will have its own panel of judges.

- III. Level 2 judges are Accredited Speaker Program Council members, as selected by council chairs, with the approval of the First Vice President.
- IV. Council members are provided with each candidate's basic information and context regarding area of expertise as submitted at Level 1.
  - a. Additional application information, including candidate video submissions, list of speaking engagements, recommendation forms, and details regarding education and awards will not be provided to Level 2 judges.
- V. Council members (Level 2 judges) use the [Accredited Speaker Program Judge's Guide and Ballot](#) to score candidates' live presentations and provide written feedback during the Accredited Speaker Program.
- VI. Following the live presentations, council members (Level 2 judges) assign each candidate a score out of 100.
  - a. 80 or above is a passing score.
- VII. For a candidate to receive the Accredited Speaker designation, they must receive a passing score from four (4) out of five (5) council members (Level 2 judges).
- VIII. Council chairs serve as chief judges for the Accredited Speaker Program and review results to determine which candidates received the designation. They inform all candidates of results before they are announced.
  - a. All Level 2 candidates who receive a passing score from four (4) out of five (5) judges receive the Accredited Speaker designation.
  - b. Level 2 candidates who do not receive a passing score from four (4) out of five (5) judges do not receive the Accredited Speaker designation.
    - i. Candidates who present at Level 2 but do not receive the designation may reapply beginning at Level 2 and present again at the International Convention (must be within three [3] years of the original attempt).
    - ii. Returning candidates must inform World Headquarters of their intent by May 1 of the year they plan to participate.
    - iii. Candidates who return at Level 2 must pay the \$150 USD Level 2 application fee each time they return.
    - iv. The number of times a candidate may return and attempt beginning at Level 2 is twice. Following this, the candidate must re-apply at Level 1 with a complete application.

#### **4. Accredited Speakers**

- A. Accredited Speaker applicants and Accredited Speakers agree to adhere to all Toastmasters International governing documents, including Policy 3.0: Ethics and Conduct, Protocol 3.0: Ethics and Conduct, and this policy.
- B. Accredited Speakers must not damage the Toastmasters International or

Accredited Speaker brands in any way.

- I. When presenting at Toastmasters events or about Toastmasters, Accredited Speakers must use materials in presentations that accurately reflect the Accredited Speaker Program and the Toastmasters International brand.
- C. Accredited Speakers must not charge fees for assisting Toastmasters members in pursuing the Accredited Speaker designation. However, if an Accredited Speaker offers other professional services as part of their business, and a Toastmasters member pursuing the Accredited Speaker designation wishes to utilize that service, the Accredited Speaker may charge the corresponding fee for the service.
- D. All Accredited Speakers are encouraged to use the Accredited Speaker logo and must abide by the guidelines regarding its authorized and unauthorized uses.
  - I. Authorized uses of the Accredited Speaker logo are
    - a. Toastmasters members who hold the Accredited Speaker designation
      - i. Professional websites (must include a link to the Toastmasters International Accredited Speaker page)
      - ii. Presentation slides
      - iii. Speaker one-sheets
      - iv. Social media profiles (e.g., Facebook, LinkedIn)
      - v. Email signatures
      - vi. Stationery
      - vii. The back of business cards
    - b. Promotion of the Accredited Speaker program by Toastmasters Clubs, Areas, Divisions, and Districts.
    - c. To promote the participation of Accredited Speakers at Toastmasters events.
  - II. Unauthorized uses of the Accredited Speaker logo
    - a. The front of business cards
    - b. Logos or visual representations for a club, Area, Division, or District, including those that specifically support members who strive to achieve the Accredited Speaker designation
    - c. On articles such as trophies, ribbons, banners, certificates, clothing, or other items, except with specific, written approval and authorization from the Chief Executive Officer.

## **5. Accredited Speaker Program Council**

- A. The Accredited Speaker Program Council works in conjunction with World Headquarters to oversee the Accredited Speaker Program, judge each level of the program, provide onboarding and support to new Accredited Speakers, report any known violations of conduct regarding an Accredited Speaker to World Headquarters, and suggest potential program improvements to World Headquarters.

- B. The Accredited Speaker Program Council consists of two (2) council chairs and ~~a minimum of five (5)~~ council members **appointed in multiples of five (5), as determined by the number of applicants for each level of the Accredited Speaker Program.**
- I. Council chairs must be appointed by the First Vice President, subject to ratification by the Executive Committee.
- a. Council chairs serve a two-year term.
- i. Council chair terms are staggered, with one (1) council chair appointed each year.
- ii. Should a council chair be unable to complete the two-year term for any reason, the vacancy is filled by an Accredited Speaker who meets all council chair requirements. The individual filling the less-than-two-year vacancy is appointed by the First Vice President, subject to ratification by the Executive Committee. At the discretion of the First Vice President, the individual may be appointed to serve a full two-year term following the less-than-two-year time of service.
- II. Council members must be appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.
- a. For Level 1, five (5) council members are appointed for every ~~15~~ **eight (8)** applicants each year.
- b. For Level 2, an additional five (5) council members are appointed for each Accredited Speaker Program segment that will be held at the International Convention.
- C. Council chairs must be Accredited Speakers who are active Toastmasters members of clubs in good standing.
- D. Council members must be, in order of preference:
- I. Accredited Speakers who are active Toastmasters members of clubs in good standing
- II. World Champions of Public Speaking
- III. Past International Presidents
- IV. Past International Directors
- V. Past educational or keynote speakers at the International Convention.
- E. Council chairs and council members must conduct themselves in accordance with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct, and maintain confidentiality about the Accredited Speaker Program Council's work.

## 6. Council Chair Responsibilities

- A. The responsibilities of the Accredited Speaker Program Council chairs include:
- I. Inviting council members to serve at both Level 1 and Level 2, with the

approval of the First Vice President

- II. Conducting a judges' orientation during both Level 1 and Level 2 of the Accredited Speaker Program
  - a. Council chairs must be physically present for the Accredited Speaker Program at the International Convention; no travel allowances will be provided by World Headquarters.
- III. Conducting online orientation(s) for new Accredited Speakers, using materials and resources provided or approved by World Headquarters
  - a. Council chairs must coordinate with World Headquarters to determine the timing for the orientation.
  - b. Council chairs may request assistance from council members in the orientation and support of new Accredited Speakers.
- IV. Supporting all new and existing Accredited Speakers
  - a. Be available and willing to answer questions about use of the logo, use of the Accredited Speaker title, speaking at District conferences, representing the Accredited Speaker Program, and adhering to Policy 3.0.
  - b. Connect Accredited Speakers with World Headquarters for questions that are outside of the council chairs' purview or expertise.
- V. Reporting any known violations of conduct regarding an Accredited Speaker to World Headquarters
- VI. Serving as Chief Judge for both Levels 1 and 2 of the Accredited Speaker Program
- VII. Providing feedback on their experience to World Headquarters, including proposed rule changes

## **7. Council Member Responsibilities**

- A. For Level 1, the responsibilities of Accredited Speaker Program Council members include:
  - I. Judging Level 1 of the Accredited Speaker Program using the [Accredited Speaker Program Judge's Guide and Ballot](#)
  - II. Providing program feedback to World Headquarters, including proposed rule changes
  - III. Assisting council chairs in the orientation for new Accredited Speakers, upon request
  - IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters
- B. For Level 2, the responsibilities of Accredited Speaker Program Council members include:

- I. Judging Level 2 of the Accredited Speaker Program at the International Convention using the [Accredited Speaker Program Judge's Guide and Ballot](#)
    - a. Level 2 Accredited Speaker Program Council members will each be provided with two (2) complimentary tickets to the Accredited Speaker Program at the Toastmasters International Convention.
    - b. Accredited Speaker Program Council members are responsible for all other costs incurred for attending the International Convention, including travel, lodging, and event registration.
  - II. Providing program feedback to World Headquarters, including proposed rule changes
  - III. Assisting council chairs in the orientation for new Accredited Speakers, upon request
  - IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters
- C. Council members must disclose all potential conflicts of interest, including mentoring and coaching relationships with candidates, before serving as a judge at either Level 1 or 2.