

# Program Quality Director Checklist

Read the checklist, which lists the responsibilities of your role. To the right of each responsibility is a list of corresponding activities that serve as a starting point to help you fulfill each responsibility. Links to pertinent documents and resources are included.

Role and Responsibilities	Activities (Not all-inclusive)
Promote and support club quality and member retention	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with district leaders to review Area Directors Club Visit Reports to determine club strengths and weaknesses.</li> <li><input type="checkbox"/> Train club officers on Moments of Truth.</li> <li><input type="checkbox"/> Train area and division directors on using the <i>Enhance Club Quality</i> manual.</li> <li><input type="checkbox"/> Promote the <a href="#">Distinguished Club Program</a>.</li> <li><input type="checkbox"/> Provide the tools to succeed in the Distinguished Club Program.</li> </ul>
Train all division, area and club officers	<ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarize yourself with educational and training resources</li> <li><input type="checkbox"/> Create a calendar of district training events.</li> <li><input type="checkbox"/> Create a team of training coordinators and facilitators to conduct training programs.</li> <li><input type="checkbox"/> Provide ongoing support to your training team.</li> </ul>
Plan, organize and direct district conferences	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read pages 80–87 of the <a href="#">District Leadership Handbook</a> (Item 222).</li> <li><input type="checkbox"/> Event planning               <ul style="list-style-type: none"> <li><input type="checkbox"/> Reserve venue and location.</li> <li><input type="checkbox"/> Consider having an event planning team to coordinate this event.</li> </ul> </li> <li><input type="checkbox"/> Plan, organize and conduct educational content for conference.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify relevant topics and speakers that promote club success.</li> </ul> </li> </ul>
Supervise and coordinate district-wide speech contests	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read the <i>Speech Contest Rulebook</i> (Item 1171).</li> <li><input type="checkbox"/> Consider creating a team or committee.</li> <li><input type="checkbox"/> Train team on how to conduct a speech contest.</li> <li><input type="checkbox"/> Train on how to judge a speech contest.</li> </ul>
Assist education committees in using education programs and Toastmasters materials	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish communication with VPEs, division directors and area directors to generate a district-wide candidate pool of facilitators and trainers to use at trainings.</li> <li><input type="checkbox"/> Conduct Train-the-Trainer meetings.</li> </ul>