

District 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)
Report to and take direction from the district council	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with the district council regularly to ensure the district is making progress toward accomplishing goals.
Preside at all meetings of the district council and the district executive committee	<ul style="list-style-type: none"> <input type="checkbox"/> Familiarize yourself with <i>Robert's Rules of Order Newly Revised</i>. <input type="checkbox"/> Keep the agenda moving forward at district executive committee meetings and district council meetings.
Authorize withdrawals of district funds in the manner and to the extent provided in Article XII of Administrative Bylaws	<ul style="list-style-type: none"> <input type="checkbox"/> Appoint an audit committee. <input type="checkbox"/> Stay up to date on district finances by exploring the resources on the District Finance page of the Toastmasters website. <input type="checkbox"/> Consult regularly with the finance manager, who keeps the district up-to-date in the accounting system.
Prepare and submit all plans and reports to Toastmasters International	<ul style="list-style-type: none"> <input type="checkbox"/> Create a District Success Plan (DSP) with the program quality director and club growth director. <input type="checkbox"/> Submit DSP to Toastmasters International by September 30th. <input type="checkbox"/> Create a district budget with the program quality director, club growth director and finance manager. <input type="checkbox"/> Submit district budget to Toastmasters International by September 30th.
Appoint district leadership committee chair and approve DLC members	<ul style="list-style-type: none"> <input type="checkbox"/> Appoint a DLC Chair by October 1st. <input type="checkbox"/> Task the DLC chair with creating a list of at least five top candidates to serve on the DLC for the upcoming year. <input type="checkbox"/> Meet with DLC chair and approve recommended members by November 1st.
Inspire and motivate team members to achieve goals while considering their development needs	<ul style="list-style-type: none"> <input type="checkbox"/> Reference your team personality cards (created at District Leader Training) to determine how to successfully collaborate with team members. <input type="checkbox"/> Motivate team members by sending recognition emails. <input type="checkbox"/> Delegate meaningful tasks and authority as appropriate. <input type="checkbox"/> Create a communication plan to keep all members informed of district progress and important projects. <input type="checkbox"/> Assist in conflict resolution to maintain a positive team.