



CODE OF PRACTICE: DISTRICT 20

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District Operating Procedures Team (2018)

Ali Shahbaz Ali

NagendraSeethran

ManjulaNagendra

Mohammed Saleem

Ahmed Alfardan

District Operating Procedures Team (2019)

Mohamed Makhlouf

Alka P Kumra

Faisal Jameel

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1. Objectives of The Code of Practice

Every organization needs form and continuity. When these are being provided for, two points must be respected:

- As the will of members as expressed from time to time must be given effect, appropriate means of change must be incorporated; and
- The working of the organization must not be unduly obstructed; therefore, such activities as an annual “reinvention of the wheel” must be avoided, as it is both wasteful and confusing unless agreed by the District Council.

The purpose of The Code of Practice (hereinafter referred to as “The Code”) is to provide guidelines enabling the District to operate on a continuing basis while respecting these two important considerations. By its use, all concerned may know the established position. By the flexibility of the provisions for its amendment, the risk of any administration binding its successors unduly is avoided.

The Code, however, does not stand alone. It must be read in conjunction with other governing instruments mentioned below and also, where appropriate, with the District Leadership Handbook of the serving term. Toastmasters International Governing policies will, however, supersede any conflicting article mentioned in The Code.

2. Governing Instruments

The governing instruments of this District are:

- Its ADMINISTRATIVE BYLAWS (hereinafter referred to as “the Bylaws”), basically a standard document available on TI website, which may be amended by the District subject to the approval of the Board of Directors in terms of Article XVII and provided that such amendment does not conflict with the Policies and/or Policy Statements published by the Board from time to time;
- The Code, which sets out the manner in which the District will be administered within the framework of the Bylaws {see Article xvii(c)} and furnishes Standing Rules governing business meetings of the District Council. The manner of amendment of The Code is set out in point 12.

3. Type of Authorities

Anything in The Code which conflicts with the Bylaws and/or any Policy documents or Policy Statement published by Toastmasters International shall be null and void. In the event that any such conflict is discovered, it shall be the duty of the first subsequent Executive meeting to enact an appropriate amendment to The Code, which change shall be ratified by the District Council in terms of the final Article thereof.

ROBERT’S RULES OF ORDER NEWLY REVISED shall be the final authority as to parliamentary procedure insofar as its instructions do not conflict with the bylaws or any published policy of Toastmasters international. Rarely, Online Voting could be conducted with the District Council for reasons beyond control.

4. Interpretation

In the Code, the singular shall be interpreted as the plural and vice versa, and the masculine as the feminine and vice versa, wherever this shall be necessary for the sense thereof. In regard to the latter provision, it is specifically stressed that no distinction whatever is made between male and female members in the Toastmasters movement in general and in this District in particular.

5. District Organization, Meetings, and Attendance

5.1. Structure

5.1.1. District Trio

- District Director
- Program Quality Director
- Club Growth Director

5.1.2. District Office

- District Trio
- Administration Manager
- Finance Manager
- Public Relations Manager
- Immediate Past District Director
- Logistics Manager (Non- Voting Ex-Officio)
- Head of Arabic Clubs Affairs (Non- Voting Ex-Officio)

5.1.3. District Executive Committee

Comprising, in terms of Article XI (a) of the Bylaws, of:

- District Office
- All Division Directors
- All Area Directors

5.1.4. District Council

Comprising in terms of Article IX (a) of the Bylaws:

- District Executive Committee
- All Club Presidents
- All Club Vice-Presidents Education
- OR Proxies of Club Presidents & Vice-Presidents Education (no proxies in the virtual council)

5.1.5. Meeting's Frequencies and Parameters

- District Trio is in contact on a weekly basis if possible either by phone calls or virtual calls.
- District Office is in contact on a monthly basis if possible, either in person or by teleconference.
- District Executive Committee meets twice a year physically, and at least two electronic meetings.

- The district council holds at least two regular meetings during each year. One of the required meetings is held physically between March 15 and June 1. The other required meeting is held virtual as practical after the Toastmasters International Annual Business Meeting, but no later than September 30 in order to approve the district budget and appointed officers for submission to World Headquarters.
- District Leaders Trainings held once during each year physically in October.

5.1.6. Division & Area Councils

Division Council should consist of Assistant Division Directors for Program Quality, Club Growth, Public Relations, Finance, and Administration, besides the Area Directors.

Area Council should consist of Assistant Area Directors for Program Quality, Club Growth, Public Relations, Finance, and Administration, besides the Club Presidents, Vice Presidents (Education) & Vice Presidents (Membership).

A non-exhaustive summary of tasks for the above Council members is given in Appendix-2. Above appointments, while not necessary as per TI Policy or District Bylaws, will ensure a healthy succession besides creating more opportunities for members to become leaders.

5.2. Attendance

5.2.1. District Executive Committee Meeting:

All Executive Committee members, as mentioned in 5.1.3 above, are invited to attend the meetings, both physical and virtual. A simple majority (half + 1) of members constitutes the quorum of the meeting.

5.2.2. District Council Meeting:

All Council members, as mentioned in 5.1.4 above, are invited to attend the meetings. While the Executive committee members, by virtue of being a part of the Council, attend these meetings, the quorum is constituted by 1/3rd of the Presidents & Vice-Presidents of Education of clubs in the District.

5.3. Voting

Every member of the Executive Committee can have a maximum of three votes and council present will have a maximum of two votes. Only Presidents and Vice-Presidents Education of clubs may be present by proxy instead of in person. Credential Chair observes the Elections during the council meeting at the Annual Conference.

6. District Communications

6.1. Language of the communications

All communications from the District office shall be bilingual, viz., both in Arabic and English. The official translation will be approved by the District Translator.

7. District Strategic Plan Committee

A Strategic Committee is being appointed for the first time by the District during the year 2018-2019, chaired by a senior Toastmaster with experience in strategic planning. District Director will serve as liaison with the District. The Members of the strategic committee shall comprise of senior Toastmasters of Bahrain and Kuwait with experience in strategic planning. The

Committee will identify key focus areas of growth and sustainability for the District and draft a District Strategic Plan for the next three years to align it with the District goals and the Toastmasters International Strategic Plan.

8. International Convention

8.1. Convention Costs

Costs related to convention, regional conferences, and top three training sessions:

- Travel expenses and other allowances, as described below, are furnished by Toastmasters International to district officers who attend the training described in this policy and such other sessions as the Board of Directors may designate at the Annual Convention, and to contestants who participate in regional and International Speech Contests. Failure to attend any part of any session, seminar or special meeting at which particular officers are scheduled to be present, can be reason for non-payment of a part or all of an expense payment.

8.1.1. Accommodation

The District pays the accommodation costs of the Trio during the whole period, on the basis of shared accommodation wherever practicable, subject to the reservation set out the end of 6.1.2 below.

8.1.2. Convention/Function Costs

The District pays the costs of the Trio at the International Convention of:

- Registration Fees
- Golden Gavel lunch
- Distinguished District luncheon
- President's dinner / celebration
- International Speech Contest Final and Semi-finals
- Region Gatherings
- Any other officially organized Functions.

Any benefit granted in terms of this clause or the two preceding is reduced by any amount which Toastmasters International may pay direct to, remit payment for or make claimable (even if not actually claimed) by any recipient in respect of the relevant expense, it is being understood that it is the responsibility of any beneficiary to ascertain such claims and act upon them. It is incumbent on the District Finance Manager to ascertain from the current policy document what benefits are payable by Toastmasters International, in order to avoid inadvertent overpayment of claims under this heading, prior to effecting any disbursement.

IPDD travel expenses are covered as part of District be awarded for Distinguished Status or Above.

8.2. Distinguished District Status

Should District 20 achieve Smedley Distinguished status the District will fund the costs of the accommodation charges for the District Director who led the District 20 to this status during the International Convention It is to be noted that Toastmasters International pays for the traveling costs of all such District Directors to attend International convention; District will also

pay for all registrations for functions not already paid for by Toastmasters International for the said District Director, including the functions listed above.

When the status of Presidents / Select Distinguished status is conferred upon District 20 the District Director who led the District 20 to this status have their air travel expenses paid through cheapest available rate and 3 night accommodation at the Venue. The district will pay \$ 400 for the attendance at the functions listed above;

When the Distinguished status is conferred upon District 20 the District Director who led the District 20 to this status have their air travel expenses paid through cheapest available rate and 2 nights accommodation at the Venue. The district will pay \$ 200 for the attendance at the functions listed above.

9. District Finances

9.1. District Finance Manager

9.1.1. Job Description

The District Finance Manager establishes and maintains effective fiscal management of the district. The Finance Manager promotes the growth of Toastmasters International by providing sound financial guidance to the district.

9.1.2. Skills Requirement

The District Finance Manager should have knowledge of accounting and be acquainted with the handling of financial matters.

It is recommended (but not a prerequisite) that the applicant should:

- have a knowledge of the interpretation of legislation affecting countries in District 20 as well as other International Law relating to Accounting practice.
- Have the ability to grasp the requirements of Toastmasters International
- Be familiar with Club accounting according to all directives stipulated by TI;
- Have an ability to train and guide Club Treasurers in accordance with TI guidelines.

The District Finance Manager should not have any personal relationship with the District Director.

9.2. Minimum Fund

District 20 shall maintain a minimum balance of up to \$10,000/- to ensure that District would have a reserve fund when situations arise due to delay in transfer of funds from USA.

9.3. Budget

On or before June 15th, the District Director Elect should appoint the District Finance Manager, who in turn will appoint a team to handle the finances of the District. In the event of District Director failing to appoint the District Finance Manager, the District Executive will function as the Finance Committee. The duties of this committee are laid down in Bylaws Article XI (a), Article XII and in the Policies document under "District Fiscal Management".

The Budget for each Toastmasters year shall be submitted by the District Finance Manager for approval at the District Council meeting to be held in September / October and shall indicate compliance to the requirements of TI or specify reasons for the variance. If a budget is

prepared where expenditure exceeds income this must be fully justified in notes to the Council. The budget must comply with the reserve requirements of TI. If the budget is not approved it must be re-submitted within 21 days to Council for approval, or, if the change is minor, it may be approved at the Council meeting. If the budget is not approved at the Council meeting, the approval of the Council must be should submit the Budget via email or electronic vote.

9.4. Audit Committee

Each year the District Director shall appoint an audit committee consisting of at least three individual members who are not members of the district executive committee. The mid-year and year-end audit reports of this committee shall contain information in the format required by Toastmasters International. The committee shall submit a mid-year audit report no later than February 15. The committee shall then complete a year-end audit report for the fiscal year ending June 30. The outgoing and incoming District Directors are jointly responsible for submitting this report to the member clubs and to World Headquarters by August 31.

9.5. District meetings

The District 20 reimburses the cost of economy air ticket subject to the maximum of US \$ 250/- (US Dollars two hundred and fifty only) and one night stay at a 4 star hotel subject to the maximum of US \$125, to the district officers who attend the Executive Committee and Council meetings/ trainings, hosted in another country of District 20. The District Office Support team (Administration Manager, Finance Manager, PR Manager) travel may be limited to Excom, District Leadership training, and District Annual Conference. In case of any extra travel, it should be with District trio approval.

9.6. District travel costs

The District 20 reimburses the cost of economy air ticket subject to the maximum of US \$ 200/- (US Dollars two hundred only) to the Executive committee and Council members for attending the Executive committee and Council training meetings (except those during DTAC) held in another country of District 20. Also, the actual cost of the visa charged by the host country will be reimbursed by District 20. The procedure and the authorizations are laid out in the reimbursement voucher guidelines for all expenses reimbursements. (Also applicable to District Director invitees, viz., DLC & Credentials Chair during Annual Conference and Parliamentarian, Logistics Manager & Head of Arabic Clubs Affairs or any other invitees for all Executive, Council and other meetings held in another country).

9.7. Building new clubs

The District will reimburse the following amount (subject to the submission of required documents) towards building new clubs, upon chartering of the new club, to the division under which the new club is chartered.

Room rent / meal event expenses (demo meeting – new club formed) - per new club - US \$ 200/-

9.8. Membership Growth

The District will reimburse the following amounts towards activities (subject to the submission of required original documents) related to membership growth to each division

- Materials (purchased from TMI) - per Division - US \$ 50/-

- Promotional materials (cost of banner, displays, brochures, CDs) - per Division - US \$ 50/-
- Supplies and stationery - per Division - US \$ 50/-
- Meal Event / Food expenses (for open house) - per Division - US \$ 100/-

The District will reimburse the following amounts towards activities (subject to the submission of required original documents) related to membership growth to each Area

- Meal Event / Food expenses (for open house) - US \$ 50/-

9.9. Education and training expenses

The District will reimburse the following amount (subject to the submission of required original documents), for upto two training programs, other than club officers' training, Meal Event / Room rental event expenses - per Division - US \$ 200 / training program

9.10. Training Club Officers

The District will reimburse the following amounts subject to the submission of required documents) for two club officers' training conducted by Divisions.

Educational materials / meal event / supplies and stationery expense - per Division - US \$ 300 / club officer training.

9.11. Division annual speech contests expenses

The District will reimburse the following amount subject to the submission of required original documents and those adhering to Branding policy) for Division annual speech contest.

- Award (trophies, plaques, ribbons, certificates, winner awards, guest speaker memento, chief guest memento, etc.) / meal event - per Division - US \$ 300/-
- An additional amount of US \$ 300/- per Division will be reimbursed if Arabic Division annual speech contests are held.

9.12. Area speech contests expenses

The District will reimburse the following amount (subject to the submission of required original documents and those adhering to Branding policy) for Area annual speech contest.

- Award (trophies, plaques, ribbons, certificates, winner awards, guest speaker memento, chief guest memento, etc.) / meal event - per Area - US \$ 200/-
- An additional amount of US \$ 200/- per Area will be reimbursed if Arabic Area annual speech contests are held.

9.13. Communication & PR expenses

The District will reimburse an amount of US \$ 100/- per Division for Promotional expenses such as website, newsletters, mobile applications, social media coverages.

9.14. Other District costs

All expenditure incurred by the District Director, in the execution of his/her duties, must be approved by the Program Quality Director and/or Club Growth Director.

9.15. District bank accounts

No District official may request or receive subscriptions from clubs or club members. However, District officials may charge for admission for an official Toastmasters event.

The District Director may open and operate a bank account for District purposes. The District Director and District Finance Manager should be the authorized signatories for the operation of the bank account with 2 signatories account.

10. Chairmen and Coordinators of the District

10.1. Roles of Chairmen and Coordinators

Chairmen and coordinators are appointed by the District Director to attend to specific functions of the District's operation for a one year. They are not members of the District Executive unless by virtue of holding some other office, but they are entitled to attend and speak at both Executive and Council meetings subject to the conditions stipulated under point 5.3.

Committees are dealt with in Article XI of the District bylaws. The provisions thereof are not repeated here, but their functions are recorded in the following section to prevent oversight. This part of The Code amplifies the Bylaws in some respects and deals with functions not specifically laid down therein. It is not exclusive. The District Director and District Council retain the power set out in the Bylaws Article XI. Where a continuing need for a coordinator or a committee is foreseen, however, it is anticipated that this would be provided for in due course by incorporation into The Code.

Without vitiating the District Director's power of appointment, this Code stresses the merit of adherence to two principles:

- Opportunities for leadership should be as widely spread as possible throughout the District both for the direct benefits of the members who may develop themselves through those opportunities and for the advantage of the District which may thereby gain access to a wider pool of talent.
- Chairmen and coordinators should be given the maximum opportunity to share in the selection of the teams with which they have to work; their recommendations should be sought and where practical, acted upon.

Apart from any records they may keep for their own account, chairmen and coordinators are required to maintain adequate records on behalf of the District, as its formal property, and to transmit them to their successors or to the district Office officers to whom they answer, as appropriate.

At the discretion of the District Director, some of the functions may be discharged by the same incumbents on a continuous basis. In any event, an incumbent continues in office for a maximum of one year until replaced by a successor or formally removed, in order to facilitate continuity of service.

In these staff, as distinct from line positions, selecting chairmen and coordinators who do not hold any line function in either club or district helps to ensure more effective use of available talent and therefore may be thought preferable. The list of possible chairmen and coordinators and their functions is provided in Appendix 1.

11. District Conference

11.1. Purpose

Article IX (b) of the Bylaws requires the District Council to conduct all business of the District, including District Council Meetings, by the use of District funds and expressly prohibits it from assessing or imposing financial obligations upon clubs or individual Toastmasters. Since Council bears the whole financial burden it necessarily follows that (as stated in that Article) it carries full responsibility and is entitled to exercise full control directly, as it usually does by delegation to the Office (which is assumed to be the course of action in the absence of any resolution to the contrary) or, through the action of that body, to other functionaries. In any event, the usual rules of accountability are retained at every stage of the process and the Council retains ultimate responsibility and authority.

11.2. Roster

Annual main and other Conferences are to be awarded to Divisions on a roster basis by the District Executive; Should any Division decline the hosting of a conference allocated to it, then the Committee would seek an alternate, failing which the Office would act in the matter, consulting Council only if there were time for that exercise (the extensive lead time needed for conference preparation must be borne in mind).

11.3. Naming

While the naming of a conference is normally considered a privilege of the hosts, Council retains the right to apply a name in order to cater for a special occasion – such as an anniversary, for example.

11.4. Location

The District Conference should be held alternately between Kuwait and Bahrain if applicable.

11.5. Financial responsibility and authority

Any loss experienced will not be borne by District. Any surpluses will accrue to the funds of the District. The District Council, or the Executive acting with its authority, may permit the host body to undertake financial transactions, open and operate banking accounts on its behalf under such conditions and subject to such reporting as it shall stipulate. It shall, however, require the ~~organisers~~ of any conference to submit a budget for its approval. In the absence of any specific ruling to the contrary by Council, the District Executive shall be assumed to have full powers to act on its behalf in all matters relating to District Conferences and Meetings.

11.6. Cost of conference to Toastmasters

All costs to be incurred by Toastmasters attending conferences shall be approved by the Office. No notice setting out the scale of such costs shall be issued until such approval has been obtained in writing. The Office shall not, in the absence of a budget, grant any such approval.

11.7. Distribution of functions

11.7.1. The Host Body

In the absence of specific arrangements to the contrary, the host body will be responsible for all hospitality matters, such as selection of venues, layout of rooms, provision of loud-speaking and recording facilities, reception, booking of accommodation, chairing of sessions,

photography, entertainment and so on. It shall also handle the reproduction of papers and printing of programmes.

11.7.2. Program Quality Director

Control of Educational programmes, selection of guest speakers and matters incidental thereto is vested in the Program Quality Director, who may delegate responsibility to the host body while retaining accountability as well as their right of final approval.

11.8. Concessions granted to officers, and special arrangements

District shall meet all expenses incurred by the District Director and their selected guests in attending the Conference (for example, registration, meals, accommodation costs, function fees including any banquet and travel at the most economical rate available). District shall pay for the registration fee only for the Program Quality Director. It shall not underwrite any expenses on behalf of officers other than these.

District shall in good time provide at its own cost a PDG (or PDD) medallion and lapel pin, and engrave a wall plaque, for presentation to the retiring District Director and an appropriate present for their spouse. It is the responsibility of the District Director to obtain the plaque from the shop at International Convention, charging District with the cost.

12. CONTESTS

12.1. Nature of Contests

The nature of contests held at conferences, and the rules appertaining thereto, shall be decided by the District Council (on the basis of recommendations submitted by the District Executive). These contests shall be run in accord with the requirements of Toastmasters International, and nothing herein shall conflict with the contest rules published by Toastmasters International or with official policy.

12.2. International Speech Contest

The winner of that contest shall be the District's selection for entry in any Regional contest held in the next District year with the objective of sending a speaker to compete in the International Speech Contest of the year. In the event that the winner is not available to attend any such contest, the runner-up or else the highest placed speaker available shall be the District's Contestant.

12.3. Announcement of Results

The results of all District contests shall be announced before the end of the meeting in which they are held.

12.4. Area and Division Contests

District applies the option in Contest Rule 3.B to allow two contestants to proceed from club to Area contests (in an Area with four or fewer clubs) and from Area to Division contests (in a Division with four or fewer Areas).

13. Standing rules for business meetings of the District Council

13.1. Higher Authority

Articles IX and X of the District Bylaws set out the composition of Council – IX (a), the quorum – X(c), the nature of the meetings that shall be held – X (a), proxies – X (d), voting requirements – X (e) and the scope of Council's authority – IX (b). All meetings shall be held in accord therewith.

13.2. Scheduling

The District officers will ensure that arrangements for District Council meeting in DTAC are such that the venue and time allocated to the meeting allow constructive debate on the business, and that the date selected is one on which the greatest number of members can attend.

13.3. Attendance

All Toastmasters who are members of clubs within the District have right of attendance at any meeting of the District Council. Other persons may attend at the invitation of the District Director. Members of Council, as defined in Bylaw IX (a), have the right to speak. So also do Past District Governors and Past District Directors. Only members of the Council have the right to vote.

Any member of Council who considers that an item of business is confidential to Toastmasters has the right to call on the Chairman to require the withdrawal of invited guests. The Chairman shall immediately rule at his discretion on any such request.

13.4. Chairmanship

All Council meetings shall be chaired by the District Director if he is present. He retains the right, however, to cede the chair to another member of Council for part of the meeting if, for example, he wishes to participate in the debate. If the District Director is absent, the meeting will be chaired by the Program Quality Director and, if both of them are absent, by the Club Growth Director. Should all three of them be absent, the meeting shall elect one of the members of Council as Chairman.

13.5. Notice of Meeting and Agenda

Article X (a) of the Bylaws stipulates the period of notice required for each kind of meeting. Every such notice shall include an Agenda for the meeting. Agendas for regular meetings may include the item "General"; those for special meetings may not. The Agenda of the meeting shall not be changed except upon the passing of a resolution to that effect with a simple majority.

13.6. Reports

Reports for submission to meetings of the Council shall be prepared in typescript and submitted in advance to the District Administration Manager. The District Director may from time to time lay down requirements for advance submission in order to enable such reports to be made available prior to the meeting.

All sub-committee chairmen or coordinators will submit reports on their functions to the District Administration Manager.

All reports shall be made available for downloading from the District website five days before the Council meeting. Notification of the availability of these reports on the District website shall be sent to all Council members. Notwithstanding the above, two copies of all reports shall be made available by the District Administration Manager for Council members to review prior to the commencement of the Council meeting. Copies of the report of the District Director, District Finance Manager, including proposed budgets as required, and the Audit Committee chairman shall be distributed to all members present at such meetings.

The audited District accounts and Audit report for the period July to December shall be submitted to Council at the following May council meeting for approval. If these reports are not approved they shall be re-submitted within 21 days to Council for approval or if the change is minor it may be approved at the Council meeting. The Audit report may only be altered by the Audit committee.

The audited District accounts and Audit report for the previous year shall be submitted to Council at the September / October council meeting for approval. If these reports are not approved they shall be re-submitted within 21 days to Council for approval or if the change is minor it may be approved at the Council meeting. The Audit report may only be altered by the Audit committee.

The District Director's report and the Finance Manager's report should be proposed for adoption and voted upon at District council meetings.

13.7. Resolutions

The District Executive will request Clubs to submit motions to be debated at the forthcoming District Council Meeting of District 20 at least two (2) weeks prior to the meeting.

Any business properly introduced in terms of the applicable rules for a District Council Meeting shall be considered at that meeting, notwithstanding the fact that business was not submitted to the District Executive nor advised to Clubs before such District Council Meeting.

The Chairman may at his discretion require any resolution to be submitted to him in writing before he allows debate on it to commence. Should he have allowed debate to commence on a verbal resolution he may at any stage suspend it until the resolution has been submitted to him in writing.

The proposer of any resolution shall be allowed three minutes to motive it. Any additional time shall be allowed only at the discretion of the Chairman.

No member of Council shall speak more than once on a question, or for longer than two minutes unless the Chairman in his sole and unfettered discretion suspends this Rule.

All persons speaking at meetings of Council shall identify themselves for the record before they speak.

13.8. Minutes

The District Admin Manager will ensure that copies of the minutes of all District Council Meetings are updated on the District 20 website not later than one (1) month after the meeting. The District Admin Manager will further ensure that the minutes of all meetings contain full

details of all motions proposed and/or tabled and full particulars of the results of all voting/ballots.

13.9. Report back on motions

If Council charges any formation or individual with a function that requires a subsequent report to it, the individual responsible for the matter shall procure, or himself deliver, a report thereon to each subsequent meeting of Council until that body discharges the matter from its agenda.

13.10. Voting Procedure at Elections

When only one nomination, a single vote will be allowed.

All votes cast are tallied;

Should the candidate with the highest number of votes have obtained 50% + 1 or more of the votes cast then that candidate will be declared the winner;

Should the candidate with the highest number of votes however NOT have obtained a majority of the votes cast, then the procedure shall be as follows:

The candidate with the least number of votes will be excluded from subsequent ballots;

Successive ballots will be cast until one candidate obtains a clear majority of the votes.

Should there be a tie between the only two candidates, then the Chairman of the meeting must exercise his casting vote;

Should two or more of the candidates scoring the least number of votes achieve an equal number (e.g. 40, 30, 30) then a ballot will be held to determine which one of the two minority candidates is to be eliminated from the contest, where after the winner of this ballot and the greater scoring candidate will go through a further ballot until either one has obtained a clear majority or, in the event of a tie, the Chairman exercises his casting vote.

13.11. Nominations, candidates' forum and elections

Nominations will be announced duly by the District Director

Closing date for nominations will be 15th December of the same year.

All nominations will be vetted by the Nominating Committee.

The District Officers that may be elected under District Administration Bylaws VII (c), Only in the case of a vacancy caused either by resignation of the official, or no official having been elected by District Council, shall an appointment be made by the District Director as per Bylaws VII (c).

The names of eligible nominees who accept nominations will be forwarded to all council members, listed alphabetically for each post and as provided for in the Bylaws.

13.12. Electronic vote in the absence of a quorum

In the event that, in the absence of a quorum at a Toastmasters District 20 business meeting, any decisions provisionally taken thereat require confirmation in order to be effective, this shall be sought by means of an electronic vote.

Procedure

An e-mail containing the minutes, together with the full text of any separated resolutions with the proposer and seconder named in each instance shall be sent to the designated e-mail representative of each club. Provision shall be made therein for recording separately the votes of President and VPE on each issue to be decided, either for or against.

Council members asked to vote by post shall on the application be allowed to do that.

The motion will not be approved until or unless there is a majority of 50% plus 1 'for' the motion of all members present. In cases of urgent need to obtain a decision, District may remind clubs that do not reply repeatedly in an endeavor ~~endeavour~~ to obtain it. In routine matters, or when this is seen as impracticable, the resolution/s will simply fall away.

The results of the electronic vote will be passed to the district by email as soon as the result is known.

14. Induction at the Annual Conference

As soon as possible after the election of District Officers, an induction ceremony (preferably in banquet format) shall be held. The host club shall be the club of the incoming District Director or, failing that, a club or area selected by the incoming District Director. The officiating club/area shall be informed that the Past District Governors/Directors' Advisory Committee is available to it for assistance but the final decision on any matter shall vest in the incoming District Director.

15. Arabic Forum

An Arabic forum may be organized by Head of Arabic Club Affairs in coordination with the Arabic Clubs in the District. The Forum will be within the overall control of the District Director and the District Office.

16. Amendments

This Code of Practice may be amended by a simple majority of votes cast at any duly constituted meeting of Council. In a case of urgent need only, The Code may be provisionally amended, or part of it temporarily suspended, by a two-thirds majority vote of the Office. In such circumstances, the Office is required forthwith to advise all members of the Council in writing of the action and of the reason why it was undertaken. If such an amendment is not to fall away at the time of the next Council meeting, it must be confirmed or by electronic vote.

In the event that any resolution of Council is in conflict with this code, or is of an indefinitely continuing nature and thus should be included herein, and the significance of this is overlooked at the meeting, the Office shall frame an appropriate amending resolution to The Code for consideration by the next Council meeting, but despite any such conflict shall in the meantime ensure that the provisions of the resolution so passed are respected.

The regular updating of the District Code of Practice must be added as a permanent item in the District Calendar as a reminder of the updates to be done by the District Administration Manager in conjunction with the District Parliamentarian within two months after every council meeting.

APPENDIX 1 – POSSIBLE DISTRICT COORDINATORS

A number of District coordinators are required by District Bylaws and The Code of Practice. These are listed as required; the remaining coordinators are not required but recommended.

1. For District Director

1.1. Audit Committee Chairman

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| Reports to: DD; Period: One Toastmasters Term; Appointed: by 1 December; Required: Yes | |
| Job functions: <ul style="list-style-type: none"> ● Manages the Audit Committee appointed by the DD by 1 December each year. ● The Committee submits the mid-year audit report to DD and TI no later than February 15, which is approved by Council at the May conference. ● The Committee completes the year-end audit report for the fiscal year ending 30 June. The outgoing and incoming DDs are jointly responsible for submitting this report to the member Clubs and to TI by August 31 and must present it for approval of the District Council at the October conference. ● The composition and activities of the Audit Committee are laid out in Article XI(c) of the District Administrative Bylaws | |
| Qualifications required: | <ul style="list-style-type: none"> ● Good understanding of financial and audit processes ● Good understanding of District financial processes |
| Special requirements: | <ul style="list-style-type: none"> ● The Audit Committee must consist of at least 3 members who are not members of the District Executive. ● Audit Reports to be submitted in the format required by TI. |
| Financial Requirements: | None |

1.2. Awards Committee Chairman

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|---|--|
| Reports to: DD; Period: One Toastmasters Term; Appointed: by 31 January; Required: Yes | |
| Job functions: <p>Chairs the Awards Committee appointed by the DD by 31 January each year.</p> <p>The committee shall consider all nominations received and decide on the most deserving recipients at the Awards Meeting held in March each year, not necessarily restricting itself to the names of those nominated.</p> <p>Attend and lead the Awards Meeting.</p> <p>In conjunction with Club Growth Director, carry out any calculations required to determine an award e.g. Top club</p> | |
| Qualifications required: | A-Goodknowledge of the D20 Awards system |
| Special requirements: | Awards Committee to consist of Trio, and at least three people, of which at least 1 should not be a member of Executive. |

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| Financial Requirements: | None |
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1.3. Credentials Chair

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| Reports to: DD; Period: One Toastmasters Term; Required: Yes | |
| Job functions: | |
| <ul style="list-style-type: none"> ● Provide all documents required for the AGM voting process and arrange printing if necessary: <ul style="list-style-type: none"> ○ Secret ballot slips ○ Show of hands vote sheets. ○ Vote count slips. ● Receive the register of council from District Director. ● Train the registration officers/vote counters. ● Supervise the credentials desk and verify proxies ● Monitor registrations and notify DD of progress towards a quorum. ● Present Credentials Report to council. ● Supervise vote counters in a show of hand and secret ballots. ● Give voting result to the DD. ● Present record of Executive members attending Executive and Council meetings to Administration Manager for use by Finance Manager to confirm payment of travel expenses. | |
| Qualifications required: | None |
| Special requirements: | Attend both council and executive meetings Attend any other meetings where DD may require assistance. |
| Financial Requirements: | Travel cost to attend council and executive meetings is paid for by District |

1.4. District Extension Chair

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|---|--|
| Reports to: DD; Period: One Toastmasters Term; Required: No | |
| Job functions: | |
| <ul style="list-style-type: none"> ● Assist the DD and Office to develop medium to long-range strategies to grow District 20, by identifying areas within and beyond the borders of D20 where clubs could be built and analyzing strategies for the growth of such clubs; ● Identify strategies to build capability and capacity to sustain this potential growth; ● Identify strategies to grow the numbers of communication and leadership awards registered | |
| Qualifications required: | Good understanding of District processes and of strategic growth |
| Special requirements: | None |
| Financial Requirements: | None |

1.5. District Retention Chair

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| Reports to: DD; Period: 3 years; Required: No | |
| Job functions: <ul style="list-style-type: none"> ● Compile and maintain a list of qualified Leadership Mentors ● Advertise leadership Mentoring availability to incoming District Officers ● Facilitate placement of suitable Mentors with District Officers wishing such assistance; ● Monitor leadership Mentoring programme and interventions ● Compile procedures and training material for mentors. | |
| Qualifications required: | <ul style="list-style-type: none"> ● Preferably have been a District Officer; ● Good understanding of Toastmasters processes and understanding of the mentoring process |
| Special requirements: | None |
| Financial Requirements: | None |

1.6. District Leadership Chair

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| Reports to: DD; Period: One Toastmasters Term; Appointed: by 31 October; Required: Yes | |
| Job functions: <ul style="list-style-type: none"> ● Chair the nomination committee ● Send out notices for nominations ● Ensure Nominations committee understand their functions ● Ensure up to date forms and other relevant information on the website ● Actively look for candidates where necessary ● Ensure all protocol, policies and procedures met ● Present report to council at DTAC <p>The requirement for and methods of appointment of this committee are set out in Bylaw XI (d) and Policy Statement I-14, as well as in the Policies document under “District Nominating Committee Procedural Rules VI E 8”. The committee is required to exert itself to implement the principle of spreading opportunities for leadership throughout the District as far as is practicable. It is in particular expected to draw on Area Directors and on other members of the Executive for advice about talents available to the District. See also “Nominations” under the heading “Standing Rules” in the District Code of Practise.</p> | |
| Qualifications required: | Preferably a Past District Director |
| Special requirements: | Note particularly the prohibition against any member of the committee having served on it in the preceding year. |
| Financial Requirements: | None (If attendance required at a Council or Excom meeting, for reimbursement refer to Section 7.6) |

1.7. Parliamentarian

Reports to: DD; Period: One Toastmasters Term; Contact: parliamentarian@toastmasters20.org;
Required: Yes

Job functions:

- Assist the DD at District 20 meetings, including the DTAC, Council and Executive meetings.
- Guide the Credentials Officer and meeting logistics and briefing the Credentials Officer.
- Ensure the meeting venues are adequate and equipped.
- Update District Code of Practice with standing rules accepted by District Council.
- Answer questions on parliamentary procedure and carry out training when required to do so, at COT, DOT and clubs.
- As Protocol Officer:
 - Serve as an advisor to the District conference teams and clubs on matters of protocol, procedure, order of precedence, ceremonial and traditional matters, whether officially adopted by action of the District or of a customary nature.
 - Oversee flag ceremonies at all District events where these are held

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| Qualifications required: | Well versed in TI policies and procedures Well versed in Roberts Rules of Order Good Understanding of All Toastmaster Documents of Reference e.g. Club Constitutions, District By-Laws, Code of Practice, etc. Access to copies of all TI Policy Documents |
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| Special requirements: | Attend all meetings where DD may require assistance, including Council, Executive, Directorate, Awards and any other meeting requested by the DD. |
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| Financial Requirements: | Travel cost to attend council and executive meetings is paid for by District |
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1.8. Logistics Manager

Reports to: DD; Period: One Toastmasters Term; Required: Yes

Job functions:

- selects meeting locations and organizes the room
- ensuring the atmosphere is conducive to successful events, such as business meetings, speech contests, and training
- sets up the necessary equipment
- assists district leaders with meeting arrangements
- distributes program materials
- keeps track of district property

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| Qualifications required: | Proven abilities in organization and diplomacy are a must for this role |
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| Special requirements: | Attend all meetings where DD may require assistance, including Council, Executive, Awards and any other meeting requested by the DD. |
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| Financial Requirements: | Travel cost to attend council and executive meetings is paid for by District |
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1.9. Head of Arabic Club Affairs

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| Reports to: DD; Period: One Toastmasters Term; Required: Yes | |
| Job functions: | |
| <ul style="list-style-type: none"> ● Responsible for Arabic clubs in the district. ● Translate the important communication to Arabic and send it to the Arabic clubs ● Can suggest special awards for Arabic club ● Take care of the Arabic contest in all levels ● Suggest membership promotion events in Arabic | |
| Qualifications required: | Bilingual Leader Preferably Past division Director that worked with Arabic clubs |
| Special requirements: | Attend all meetings where DD may require assistance, including Council, Executive, Awards and any other meeting requested by the DD. |
| Financial Requirements: | Travel cost to attend council, executive meetings are paid for by District |

1.10. District Translator

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| Reports to: DD; Period: One Toastmasters Term; Required: No | |
| Job functions: | |
| <ul style="list-style-type: none"> ● Responsible for translation of all communications from the district. ● Translate other important communication to Arabic and send it to the Arabic clubs. | |
| Qualifications required: | Bilingual member with translation background |
| Special requirements: | Attend all meetings where DD may require assistance, including Council, Executive, Awards and any other meeting requested by the DD. |
| Financial Requirements: | None |

2. For Program Quality Director

2.1. Chief Judge

Reports to: PQD; Period: One Toastmasters Term; Required: Yes

Job functions:

1) District Contests

- Manage and officiate over District Contests.
- Liaise with conference teams to ensure proper preparation for District Contests.
- Check judges appointed for District contests to ensure eligibility, representation, sufficient numbers, and balance of potential loyalties.
- Verify eligibility of contestants in the District contests with TI. Suchinquiries to TI by e-mail are generally answered within 48 hours.
- Ensure that the judging process at District contests is fair and is perceived to be fair by all concerned.
- Provide District Webmaster with the names of contest winners so that Hall of Fame may be maintained.

2) Judging Information

- Answer queries on contest rules and procedures by phone, fax, voice mail, SMS, or e-mail within 48 hours. It is vital that answers to all inquiries are based on fact rather than opinion.
- Refer queries to TI if not definitively answered elsewhere.
- Update information on judging so that the District website is current and that any changes to the contest or judging rules are communicated to all members of District.
- Ensure that all members of District are aware of the availability of relevant information on contests and judging via the District website.
- Maintain availability of up to date judging forms on the District website.
- Minimize the propagation of misinformation and disinformation through awareness and the wide distribution of accurate and up to date information concerning the rules, requirements, and processes related to judging.

3) Training

- Liaise with and give input to TLI to ensure that regular and meaningful workshops on judging are conducted throughout District and ensure that sufficient information and training is available to ensure a fair standard of judging at all contests.

4) Other Tasks:

- Liaise with the PQD on all matters and decisions relating to speech contests within District and maintain records of each position of each contest in case of need by PQD.
- Where the District Chief Judge is unable to officiate at District Contests, the ability to delegate and to train a substitute is required.

Qualifications required:

- Thorough knowledge and understanding of speech contest rules and procedures is a pre-requisite.
- A high level of numeracy and knowledge of statistical methods are desirable.

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| | <ul style="list-style-type: none"> ● Should have participated in contests and in their judging. |
| Special requirements: | <ul style="list-style-type: none"> ● The District Chief Judge may preferably be from the country hosting the District Conference for easy management ● The District Chief Judge is bound by the Speech Contest Rulebook, as written and interpreted by TI, ● Integrity and a sense of fairness is an absolute requirement. The rules and processes must be applied without fear or favor. ● An above average standard of English usage is desirable. ● A minimum of three years' membership and a minimum of ACB or 1 Path completion is recommended. |
| Financial Requirements: | <ul style="list-style-type: none"> ● District pays for a contest pack for each contest shortly after these are published by TI each year. |

2.2. Conference Coordinator

Reports to: PQD; Period: 3 years; Required: Yes

Job functions:

Provide wise counsel to the Conference Convenors

Provide an overseeing role for all conferences, but not to run the project (that is the role of the conference convener appointed by District)

Be available to provide advice, but more importantly in planning ahead for contingencies and risk in the conference process

Attend some conference committee meetings, if possible.

Guide the convener in team building/recruiting volunteers

Provide continuity and communication links to & from District in respect of conferences

Assist PQD in the selection of conference conveners for conferences

Arrange a briefing session for the new conference committee (where possible), to communicate District conference vision, policies, guidelines, previous learnings as well as international requirements e.g. financials

Arrange a debriefing session for the outgoing conference committee (where possible), to consolidate the most recent learnings.

Update the documentation and, when necessary, the audio-visual material available for Conference Convenors and their committees.

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| Ensure Rewards & Recognition for the Conference Team | |
| Motivate and inspire the team | |
| Qualifications required: | Should have been a previous Conference Convenor or have experience in event management |
| Special requirements: | Should ideally have access to publishing, as well as audio-visual facilities, to ensure that the conference knowledge base is updated. |
| Financial Requirements: | None |

2.3. Educational Coordinator

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| Reports to: PQD; Period: Annually; Required: Yes | |
| <p>Job functions:</p> <p>Monitor the educational awards report on the TI website for registrations of Pathways Projects, CC's, AC's, CL's, AL's, and DTM's.</p> <p>Draw information of members who have promised to achieve awards from the Area Director reports to draw up a list of possible educational awards for the year.</p> <p>Assist the PQD in contacting members who have promised achievements.</p> | |
| Qualifications required: | Understand the requirements for all educationals |
| Special requirements: | None |
| Financial Requirements: | None |

2.4. Speaker's Bureau chair

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| Reports to: PQD; Period: 3 years; Required: No | |
| <p>Job functions:</p> <p>Manage the implementation, promotion, and operation of the Toastmasters District 20 Speakers Bureau.</p> <p>Promote the Speakers Bureau to all members of District and manage the process of applications and appointment of speakers, verifying the quality of applicants against published criteria.</p> <p>Effectively promote the Speakers Bureau externally to organizations, businesses and other groups in target market within District 20.</p> <p>Check the Speakers Bureau website daily for any activity – i.e. Bookings, Applications, Evaluations, feedback and comments, and respond appropriately within 48 hours.</p> <p>All applications must be scrutinised against the laid down criteria for admission as a Speaker on the Speakers Bureau, and all references and other documentation verified.</p> <p>The coordinator is required to follow up with both the speaker and the persons booking them and obtain feedback/evaluations in all cases. These must be recorded on the web site so that a record is maintained.</p> <p>Poor reports to be investigated and, at need, the Speaker to be removed from the panel</p> <p>The Bureau will reserve the right to include or remove any member and that decision of the Bureau is final. Such decisions will be made jointly by the Co-ordinator and the PQD.</p> | |
| Qualifications required: | <p>The Co-ordinator to be at least an AC and preferably have served as a SUCCESSFUL District Executive member.</p> <p>Someone who can manage, co-ordinate, liaise, has a good image, has experience in the speaking environment, and knows what a good public speaker is</p> |
| Special requirements: | The Coordinator must be totally neutral and not show favoritism in placing speakers |
| Financial Requirements: | The SB may charge organisations wishing to book speakers a fee (\$250 or similar is proposed) and may charge a nominal fee to members wishing to apply as speakers, in order to cover costs of running and publicising the SB but the coordinator may not be compensated in any way inside or outside of Toastmasters for the work done or for placing a speaker |

2.5. TLI Chair

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| Reports to: PQD; Period: 3 years; Required: No | |
| <p>Job functions:</p> <p>Chair the TLI Training Panel</p> <p>Responsible for organizing</p> <p>DOT</p> <p>COT</p> <p>Additional TI Module Training.</p> <p>Education/Workshops</p> <p>Chair the TLI Advisory Board</p> <p>Develop training programs, using material from TI, to fill identified needs, particularly for the training of District and Club officers in line with Distinguished District requirements;</p> <p>For TLI Trainers, every aspect of training seminars;</p> <p>conduct training sessions, especially "From Speaker to Trainer".</p> | |
| Qualifications required: | <p>Knowledge of the organization.</p> <p>Organizational and planning skills</p> |
| Special requirements: | None |
| Financial Requirements: | None |

3. For Club Growth Director

3.1. Area Director Visit Information Coordinator

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| Reports to: CGD; Period: Annual; Required: No |
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| <p>Job functions:</p> <p>Assist Area Directors with submission of Area Visit Reports on the TI website.</p> <p>Receive Area Director Visit Reports from Area Directors who are unable to submit reports online and submit to TI on their behalf, either by fax or online before the deadlines.</p> <p>Receive a copy of each Area Visit Report submitted from the CGD, and use these to extract information of use to the various Office members.</p> <p>Pass on relevant information to educational coordinator and district statistician for use in their roles.</p> | |
| Qualifications required: | None |
| Special requirements: | None |
| Financial Requirements: | None |

3.2. Club Alignment Coordinator

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| <p>Reports to: CGD; Period: Annually; Required: No</p> | |
| <p>Job functions:</p> <p>Studies the grouping of clubs to ensure Areas and Divisions are logically arranged, in order to advise the CGD of any alignment changes to be approved at the AGM for implementation from 1st July of the following year.</p> <p>Assists the CGD in assigning alignment of new Clubs to benefit from the support of Area, Division and District structures.</p> | |
| Qualifications required: | An understanding of District and Toastmasters in general; Goodknowledge of Bahrain/Kuwait geography |
| Special requirements: | None |

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| Financial Requirements: | None |
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3.3. Club Support Coordinator

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| Reports to: CGD; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Work together with CGD to identify clubs in need of a coach, and to confirm the club is willing to work with a coach.</p> <p>Assist in the identification and appointment of Club Coaches by the CGD or DD for those clubs with 12 or fewer members.</p> <p>Provide support and resources to Club Coaches and all those working to help struggling clubs.</p> <p>Serve as a mentor to Area and Division Directors seeking help with struggling clubs.</p> <p>Encourage Club Coaches and others involved in supporting struggling clubs to attend Club Coach training run by TLI.</p> | |
| Qualifications required: | A-Workingknowledge of the requirements and process of rescuing a club in difficulty, Toastmasters in general and the DCP. |
| Special requirements: | None |
| Financial Requirements: | None |

3.4. Leads Management Coordinator

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| Reports to: CGD; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Provide meeting and contact information on specific clubs matching the needs of the inquiries.</p> | |

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| <p>Return calls and emails where it's required.</p> <p>Pass on info on inquiries to clubs to invite the potential members to join their clubs.</p> <p>Follow up after a period with each of the inquiries.</p> <p>Maintain the leads spreadsheet. Receives leads from websites, members and TI and follows a similar follow-up process.</p> <p>Report to CGD and Public Relations Manager on new leads and conversion rate achieved</p> | |
| Qualifications required: | None |
| Special requirements: | Knowledge of Toastmasters; |
| Financial Requirements: | None |

3.5. Membership Participation Coordinator

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|---|---|
| <p>Reports to: CGD; Period: Annually; Required: No</p> | |
| <p>Job functions:</p> <p>Serve as a resource to support Clubs wishing to increase attendance and member participation, and facilitate contact between speakers needing slots and Clubs needing speakers.</p> <p>Achieve above by means of the following:</p> <p>Manage and monitor meeting participation page on D20 website</p> <p>Assist Clubs to run membership needs/satisfaction surveys to enhance participation.</p> <p>Suggest ways that participation page can be made more useful</p> | |
| Qualifications required: | None |
| Special requirements: | A good understanding of running effective need's surveys; |

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| | Ability to analyse information from participation page and derive trends and other useful information to assist CGD |
| Financial Requirements: | None |

3.6. New Club Coordinator

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| Reports to: CGD; Period: Annually; Contact cgd.district20@gmail.com CG ; Required: Yes | |
| <p>Job functions:</p> <p>Provide a central reference point for information and materials,</p> <p>Assist with the allocation of teams to support new club prospects,</p> <p>Promote growth of new clubs and support those involved in new club building.</p> <p>Work in conjunction with the CGD to follow up on any leads for potential new clubs within District, providing information and assistance to those enquiring.</p> <p>Follow up on leads until lead can be handed over to New Club Sponsor to continue the work, or until such time as the inquiry is deemed “dead”.</p> <p>Work with CGD to identify teams and/or Sponsors and Mentors for a potential new Club and ensure they are knowledgeable about their duties.</p> <p>Monitor progress of these teams/individuals and report on progress to CGD.</p> <p>Work with CGD and Public Relations Manager to implement strategies to increase new club leads.</p> <p>The requirement is laid down in By-law XI (d) and is included in the Marketing Committee.</p> | |
| Qualifications required: | Working knowledge of the requirements and process of chartering a new club, and Toastmasters in general. |
| Special requirements: | None |

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| Financial Requirements: | None |
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3.7. Speechcraft Coordinator

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| Reports to: CGD; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Assist Clubs and members wishing to run Speechcraft programmes</p> <p>Facilitate the running of Speechcraft by serving as a reference point of knowledge and materials</p> <p>Help Speechcraft Convenors understand the process of using Speechcraft as a tool for membership growth</p> | |
| Qualifications required: | Familiarity with the Speechcraft programme and the process of how to recruit members from the Speechcraft |
| Special requirements: | None |
| Financial Requirements: | None |

3.8. Youth Leadership Coordinator

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| Reports to: CGD; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Assist the CGD by serving as a support to members who wish to run Youth Leadership courses.</p> <p>Assist members in the running of Youth Leadership.</p> <p>Promote the programme and ensure maintenance of its standards</p> <p>Serve as a reference of knowledge and materials</p> | |

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| This should not be a core District activity as it does not relate to the critical success factors of the District | |
| Qualifications required: | Understanding of the Youth Leadership programme |
| Special requirements: | None |
| Financial Requirements: | None |

4. For Public Relations Manager

4.1. Corporate Relationship Coordinator

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| Reports to: PRM; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Compile and maintain a database of names and contact details for contacts within corporates to whom District wishes to market their programmes</p> <p>Establish and manage the relationship between District and companies so as to raise the profile of the Toastmasters organization organisation and the awareness of Toastmasters International and District 20</p> <p>Support corporate clubs and Area Directors with ideas for improving marketing in companies where there are corporate Clubs.</p> | |
| Qualifications required: | Knowledge of the corporate market; Effective people and communication skills |
| Special requirements: | None |
| Financial Requirements: | None |

4.2. External Communications Coordinator

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| Reports to: PRM; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Manage policies such as the D20 Advertising Policy.</p> <p>Build awareness of District in target markets.</p> <p>Plan campaigns to raise awareness in terms of marketing plan.</p> <p>Create interest for Toastmasters in targeted media e.g. Radio, Press.</p> <p>Manage the corporate marketing plan.</p> <p>Build and manage long-term relationships with external PR parties e.g... Media, key sponsors, advertisers.</p> <p>Create, vet and distribute external press releases for the District to the media</p> | |
| Qualifications required: | <p>Good understanding of the media</p> <p>Good writing skills in English and other languages is preferable.</p> |
| Special requirements: | None |
| Financial Requirements: | None |

4.3. Web Developer (Technical)

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| Reports to: PRM; Period:3 years; Required: No | |
| <p>Job functions:</p> <p>Manage all technical aspects of the D20 website: www.toastmasters20.org</p> <p>Provide website training to webmaster.</p> | |
| Qualifications required: | <p>Should be proficient in classical.ASP web page development and Access databases</p> |

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| Special requirements: | None |
| Financial Requirements: | All costs related to the D20 website will be covered by District |

4.4. Webmaster (Content Update)

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|--|---|
| Reports to: PRM; Period: Annually; Required: No | |
| <p>Job functions:</p> <p>Manage the content of the D20 website in close cooperation with Office i.e. post news items, upload documents and maintain site content.</p> <p>Link website to multi-media sites like Flicker</p> <p>Support the registrations officer of conferences with the events section of the site.</p> <p>Consolidate all District Toastmasters websites where possible.</p> <p>Implement the website advertising policy with the PRM & External Communications Coordinator.</p> | |
| Qualifications required: | Technical knowledge to update content on the website |
| Special requirements: | None |
| Financial Requirements: | None |

5. For Finance Manager

5.1. Finance Committee Chairman

| |
|--|
| Reports to: Finance Manager; Period: Annually; Required: Yes |
|--|

Job functions:

Manage the District Financial Committee whose task is to assist the Finance Manager in the drawing up of financial policies as and when necessary to enable the smooth operation of District finances

Investigate and propose such policies for the consideration of Office and District Council as and when necessary

This role may be held by the Audit Committee Chairman

Qualifications required:

Good knowledge of financial policy and District financial processes

Special requirements:

None

Financial Requirements:

None

6. For Administration Manager

6.1. Club Officer and Contact Information Coordinator

Reports to: Admin Manager; Period: Annually; Required: No

Job functions:

Assist Administration Manager in ensuring clubs submit club officer lists to TI by 30 June each year, and 15 January each year for Semi-Annual Clubs

Assist clubs with questions and problems in Club Officer List submissions

Assist the Administration Manager in facilitating updating and correction of member contact details through the TI website

Liaise with Administration Manager and others for input on incorrect member contact information

Develop systems to ensure and monitor correcting of information by members

This can be split into 2 roles if Administration Manager so chooses

| | |
|--------------------------|---|
| Qualifications required: | Understanding of processes to update member information with TI |
| Special requirements: | District contact list required |
| Financial Requirements: | None |

6.2. District Archivist

| | |
|--|--------------------|
| Reports to: DD via Admin Manager; Period: One Toastmasters Term; Required: Yes | |
| Job functions: Storage of Historical documents and ongoing archiving of: <ul style="list-style-type: none"> ● District meetings minutes ● Formation of District ● The Toastmaster magazine ● TI convention documents ● D20 Conference documents ● A reactive role, keeping anything of value that people pass on. ● Due to the nature of the function, the District Archivist is appointed on a continuing basis. | |
| Qualifications required: | None |
| Special requirements: | Storage facilities |
| Financial requirements: | None |

7. For Immediate Past District Director

7.1. PDG Advisory Committee (If Formed)

| | |
|---|--|
| Reports to: DD via IPDD; Period: Annually; Required: No | |
| Job functions: Long range planning | |

Strategic planning

Issue advisory papers on request – normally in the form of tasks delegated by the incumbent DD.

Mentorship of District Officers –left to the discretion of each PDG.

Demonstrate support of the current District Team– the Committee does not fulfill a “Big Brother” role, it rather acts as an advisory one, supplying advice and recommendations where needed

Qualifications required:

Active Member in a Club belonging to District 20

Special requirements:

None

Financial Requirements:

None

APPENDIX 2 – DIVISION & AREA COUNCILS

1. Division Excom Tasks

Responsibilities of ADD – Program Quality

- 1) **Task:** Tracking and recognizing members' achievement of education awards (for example, by sending congratulatory notes to award winners). This could be done via text in the email or via a letter attached in the email.
Level: Mandatory
Frequency: 1 – 2 times a month
- 2) **Task:** To present the Division Level Congratulatory certificates on the achievement of the Educational Awards. Division PRM would be designing an elegant certificate for the TMs and it is to be presented at their club meetings. The Division Director is responsible for the printing of the Certificates.
Level: Optional
Frequency: Each club is to be visited once a year starting from October, the awards will be presented then.
- 3) **Task:** Support Area Directors in enhancing club quality (for example, by presenting modules such as Moments of Truth, Pathways at club meetings). What I'm expecting here is, to talk to the Area Directors, let them come to us with their needs and facilitate them if need be.
Level: Optional
Frequency: Once in two months
- 4) **Task:** To work with the Division Director and the Pathways Ambassador to carve out a plan to create the maximum awareness in the Division with terms to Pathways, the thing of the future.
Level: Mandatory
Frequency: N/A
- 5) **Task:** Ensure Area Directors visit each club in their areas at least twice a year and submit an Area Director's Club Visit Report
Level: Mandatory
Frequency: 2 – 3 times a year
- 6) **Task:** Encouraging areas to meet their distinguished goals and facilitating them in whatever way necessary. This task is more of a need-basis.
Level: Mandatory
Frequency: N/A
- 7) **Task:** Work with the Division Director to enhance the quality of the Judging. Involves communicating with the Assistant Area PQs to get the list of the Club's contest details with

their Chief Judges, to ensure transparency; assisting the AAD PQs and the clubs as and when required.

Level: Optional to Mandatory

Frequency: N/A

- 8) **Task:** Working with the AAD PQs in doing a current analysis with the clubs with regards to the Club's needs of the Presentation of Modules and the current Educational Award status

Level: Mandatory

Frequency: Start of the term, Mid of the term, End of the term. 3 times

- 9) **Task:** Representing the Division Director in his absence, attending the Division ExCom meetings (Once in 2 months), assisting the Division Director with Educational tasks and needs, as and when they arise.

Level: Mandatory

Frequency: N/A, throughout the year.

Responsibilities of ADD – Club Growth

- 1) **Task:** Promoting Club's achievements of adding more members (for example, by sending congratulatory notes to the Club President and the VP Membership). This could be done via text in the email or via a letter attached in the email. If possible, sending an email to new members as well.

Level: Mandatory

Frequency: 1 – 2 times a month

- 2) **Task:** Helping area directors ensure club dues are submitted on time (for example, by contacting area directors before the deadlines approach). This could be done by pushing reminders through, constant communication.

Level: Mandatory

Frequency: Twice a Year, when the renewal period hits.

- 3) **Task:** Helping maintain 20 or more members in each club (for example, by sharing best practices of other areas). If there's any club that's falling below the 20 members mark, come up with a plan in coordination with the AD, AAD CG and the Club Excom in order to enhance that.

Level: Mandatory

Frequency: As and when required.

- 4) **Task:** Much similar to the point above, Helping area directors to strengthen weak clubs (for example, by directing area directors to club coach candidates outside their areas).

Level: Mandatory

Frequency: As and when required.

- 5) **Task:** Assisting area directors with member retention programs (for example, by promoting district events to broaden the member experience). This task is more of a need-basis.

Level: Optional

Frequency: N/A

- 6) **Task:** Encouraging areas to meet their distinguished goals of membership and facilitating them in whatever way necessary. This task is more of a need-basis.
Level: Mandatory
Frequency: N/A
ATask: Representing the Division Director, in case the AAD PQD cannot make it, attending the Division ExCom meetings (Once in 2 months), assisting the Division Director with Division Growth tasks and needs, as and when they arise.
Level: Mandatory
Frequency: N/A, throughout the year.
- 7) **Task:** Conducting a **Grand Open House** in order to promote Club Growth, ultimately leading to the creation of new Clubs in the Division
Level: Mandatory
Frequency: Once a year

Responsibilities of ADD – Public Relations

Duties include but are not limited to the below:

- 1) Assist in planning and designing out of the box creatives with finesse and innovation.
- 2) Assist in promotional efforts on social media with innovative ideas and create engaging and professional visuals
- 3) Develop engaging, creative, innovative content for regularly scheduled posts, which enlighten audiences and promote Division / Toastmaster focused messages
- 4) Preparation and planning of social media updates
- 5) Proof reading of all creative outputs and articles for accuracy and come with captivating captions – Editorial skills
- 6) Write and edit articles for the Division’s posters, blog, brochures, flyers including reviews and event recaps etc.
- 7) Contests and campaigns: creative input, development, starting up and monitoring.
- 8) Selection and Digital management of images and graphics for marketing purposes
- 9) Maintain and Manage Digital files and Artwork for the Term.

2. Area Excom Tasks

Responsibilities of AAD – Program Quality

- 1) **Task:** Tracking and recognizing members’ achievement of education awards (for example, by sending congratulatory notes to award winners). This could be done via text in the email or via a letter attached in the email.
Level: Mandatory
Frequency: 1 – 2 times a month

- 2) **Task:** To present the Area Level Congratulatory certificates on the achievement of the Educational Awards. Area PRM would be designing an elegant certificate for the TMs and it is to be presented at their club meetings. The Area Director is responsible for the printing of the Certificates.
Level: Optional
Frequency: Each club is to be visited once a year starting from October, the awards will be presented then.
- 3) **Task:** Support Club Excoms in enhancing club quality (for example, by presenting modules such as Moments of Truth, Pathways at club meetings).
Level: Optional
Frequency: Once in two months
- 4) **Task:** To work with the CLubs and the Pathways Ambassador to carve out a plan to create the maximum awareness in the Area with terms to Pathways, the thing of the future.
Level: Mandatory
Frequency: N/A
- 5) **Task:** Encouraging areas to meet their distinguished goals and facilitating them in whatever way necessary. This task is more of a need-basis.
Level: Mandatory
Frequency: N/A
- 6) **Task:** Work with the Clubs to enhance the quality of the Judging. Involves communicating with the Club VPeds to get the list of the Club's contest details with their Chief Judges, to ensure transparency; assisting the clubs as and when required.
Level: Optional to Mandatory
Frequency: N/A
- 7) **Task:** Working with the Club VPeds in doing a current analysis with the clubs with regards to the Club's needs of the Presentation of Modules and the current Educational Award status
Frequency: Start of the term, Mid of the term, End of the term. 3 times
- 8) **Task:** Representing the Area Director in his absence, attending the Area ExCom meetings (Once in 2 months), assisting the Area Director with Educational tasks and needs, as and when they arise.
Level: Mandatory
Frequency: N/A, throughout the year.

Responsibilities of AAD – Club Growth

- 1) **Task:** Promoting Club's achievements of adding more members (for example, by sending congratulatory notes to the Club President and the VP Membership). This could be done via text in the email or via a letter attached in the email. If possible, sending an email to new members as well.
Level: Mandatory
Frequency: 1 – 2 times a month

- 2) **Task:** Helping club presidents ensure club dues are submitted on time (for example, by contacting presidents before the deadlines approach). This could be done by pushing reminders through, constant communication.
Level: Mandatory
Frequency: Twice a Year, when the renewal period hits.
- 3) **Task:** Helping maintain 20 or more members in each club (for example, by sharing best practices of other areas). If there's any club that's falling below the 20 members mark, come up with a plan in coordination with the Club Excom in order to enhance that.
Level: Mandatory
Frequency: As and when required.
- 4) **Task:** Much similar to the point above, Helping presidents to strengthen weak clubs by having club coach from other areas).
Level: Mandatory
Frequency: As and when required.
- 5) **Task:** Assisting clubs with member retention programs (for example, by promoting district events to broaden the member experience). This task is more of a need-basis.
Level: Optional
Frequency: N/A
- 6) **Task:** Encouraging clubs to meet their distinguished goals of membership and facilitating them in whatever way necessary. This task is more of a need-basis.
Level: Mandatory
Frequency: N/A
- 7) **Task:** Representing the Area Director, in case the AAD PQD cannot make it, attending the Area ExCom meetings (Once in 2 months), assisting the Area Director with Area Growth tasks and needs, as and when they arise.
Level: Mandatory
Frequency: N/A, throughout the year.
- 8) **Task:** Conducting a **Grand Open House** in order to promote Club Growth, ultimately leading to the creation of new Clubs in the Area
Level: Mandatory
Frequency: Once a year

Responsibilities of AAD – Public Relations

Duties include but are not limited to the below:

- 1) Assist in planning and designing out of the box creatives with finesse and innovation.
- 2) Assist in promotional efforts on social media with innovative ideas and create engaging and professional visuals
- 3) Develop engaging, creative, innovative content for regularly scheduled posts, which enlighten audiences and promote Area / Toastmaster focused messages
- 4) Preparation and planning of social media updates

- 5) Proof reading of all creative outputs and articles for accuracy and come with captivating captions – Editorial skills
- 6) Write and edit articles for the Area's posters, blog, brochures, flyers including reviews and event recaps etc.
- 7) Contests and campaigns: creative input, development, starting up and monitoring.
- 8) Selection and Digital management of images and graphics for marketing purposes
- 9) Maintain and Manage Digital files and Artwork for the Term.