

## District Officer Nominating Form

Are you interested in nominating yourself or someone else for a district officer position? Please complete the form below and submit it to the district governor of your district. If you are nominating someone, you may submit more than one person's name for each position. To be nominated or elected, a person must be a member in good standing of a Toastmaster club in good standing, meet the qualifications of the position, consent to being nominated and must sign the Officer Agreement and Release Form.

### District Officer Nominating Form

I wish to have the nominating committee consider the following person for the office of:

- |   |  |
|---|--|
| <input type="checkbox"/> District governor      | <input type="checkbox"/> Lt. governor education & training                 |
| <input type="checkbox"/> Lt. governor marketing | <input type="checkbox"/> Division governor (please specify division _____) |

*If applicable:*

- |   |  |
|---|--|
| <input type="checkbox"/> Public relations officer | <input type="checkbox"/> District secretary                        |
| <input type="checkbox"/> District treasurer       | <input type="checkbox"/> Area governor (please specify area _____) |

Name \_\_\_\_\_  CC  AC  DTM

Address \_\_\_\_\_ State/Prov. \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

FAX \_\_\_\_\_ e-mail: \_\_\_\_\_

Home Club Name \_\_\_\_\_ Club No. \_\_\_\_\_

Please describe any club and district offices held by nominated individual (include dates of service if possible). Please share with the nominating committee why you believe the nominated individual should be considered for the specified position. If there is additional information you would like to include about this candidate that you feel would assist the nominating committee in their deliberations, please attach it to this form.

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Mail, fax or email to:

**Lowell Johannsen, Nominating Committee Chair**

E-Mail: [Lowell.johannsen@sbcglobal.net](mailto:Lowell.johannsen@sbcglobal.net)

Phone: (269) 795-7270

Mail: 9325 Finkbeiner Rd, Middleville, MI 49333

Deadline for submitting this form: March 31, 2010

## Call for Nominations District Officer Mission, Purpose and Qualifications

### THE MISSION OF THE DISTRICT

The mission of the district is to enhance the performance and extend the network of clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its members.
- Providing effective training and leadership development opportunities for club and district officers.

### TOASTMASTERS INTERNATIONAL VISION

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, giving them the courage to change.

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The mission/purpose and qualifications of each elected officer follows:

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#### DISTRICT GOVERNOR

##### Mission/Purpose

As the district's chief executive officer, directs the district in a way which fosters strong clubs; produces maximum growth in education completions, club and membership; and is consistent with the interests of members of Toastmasters International. Responsible for motivating the district to achieve Distinguished District. Achieves the mission of the district in a manner which motivates volunteer leaders and promotes a standard of excellence in all district activities.

##### Qualifications.

At the time of taking office, the district governor shall have served at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a lt. governor or division governor or a combination thereof and must be a member in good standing of a Toastmasters club in good standing.

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#### LT. GOVERNOR EDUCATION AND TRAINING

##### Mission/Purpose

Under the guidance of the district governor, strives to have every club and each member reap the benefits of the Toastmasters educational program and to have every club become a Distinguished Club. Responsible for achieving Distinguished District goals for CCS, ACS and Distinguished Clubs. Provides direction and counsel to

division governors, area governors, and club officers on the educational opportunities in Toastmasters. Responsible for the design and conduct of successful district training programs, conferences, and other district educational events.

##### Qualifications (at the time of taking office)

The lt. governor education and training shall have served at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a lt. governor, division governor, or an area governor, or a combination thereof and must be a member in good standing of a Toastmasters club in good standing.

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#### LT. GOVERNOR MARKETING

##### Mission/Purpose

Under guidance of the district governor, makes the benefits of Toastmasters membership available to greater numbers of people. Plans, develops, implements, and directs short-term and long-term district marketing objectives. Develops and directs programs for new club development, club rescue efforts, club membership promotion, and membership retention. Responsible for achieving Distinguished District goals for membership and club growth. Promotes standards of service to the member and to the club.

##### Qualifications (at the time of taking office)

The lt. governor marketing shall have served for at least six (6) consecutive months as a club president and at least twelve (12) consecutive months as a lt. governor, a division governor, or as an area governor, or a combination thereof and must be a member in good standing of a Toastmasters club in good standing.

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#### DIVISION GOVERNOR

##### Mission/Purpose

Achieves the mission of the district within the division, accomplishing district goals in membership building and retention, club extension, and educational accomplishments. Ensures that each club realizes its mission and fulfills its responsibilities to its members. Responsible for achieving Distinguished Division Program goals and for ensuring that areas and clubs within the division achieve Distinguished status. Serves the division clubs by providing district support and resources through the area governors.

##### Qualifications (at the time of taking office)

A division governor shall have served at least six (6) consecutive months as a member of a district council (e.g., club president, vice president education, area governor, district secretary, district treasurer) and must be a member in good standing of a Toastmasters club in good standing.

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**Call for Nominations**

**District Officer Mission, Purpose and Qualifications**

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**OTHER POSITIONS**

The following positions are either elected or appointed by the district governor:

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**AREA GOVERNOR**

**Mission/Purpose**

Provides district contact, support, and assistance to the club so that it may achieve the club mission and fulfill its responsibilities to its members. Helps clubs by keeping in regular contact with club presidents in the area and by visiting each club at least twice during the year. Is responsible for achieving Distinguished Area Program goals and for ensuring that each area club is a Distinguished Club.

**Qualifications (at the time of taking office)**

Insofar as practicable, an area governor should have served as a member of a district council (e.g., club president, vice president education, or district officer) and must be a member in good standing of a Toastmasters club in good standing.

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**DISTRICT PUBLIC RELATIONS OFFICER**

**Mission/Purpose**

Works under the direction of the district governor. Helps maintain communication between the district and its members and works to increase public awareness of Toastmasters International through the media. The public relations officer prepares a public relations program designed to achieve goals for membership growth, club growth and educational achievements in clubs and achievement in the Distinguished Club Program. Promotes district conferences and leadership training opportunities within the district.

**Qualifications (at the time of taking office)**

This officer serves in a staff position under the direction of the district governor and must be a member in good standing of a Toastmasters club in good standing.

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**DISTRICT TREASURER**

**Mission/Purpose**

Establishes and maintains effective fiscal management of the district. Promotes the growth of Toastmasters by providing sound fiscal guidance to the district. Produces monthly reports reflecting the district's financial status and ensures that expenditures remain within the budget approved by the district council. Ensures that the district maintains the financial controls established by Toastmasters International.

**Qualifications (at the time of taking office)**

Should have accounting experience, understand basic bookkeeping practices and must be a member in good standing of a Toastmasters club in good standing.

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**SECRETARY**

**Mission/Purpose**

Helps district function effectively and achieve its mission by recording and maintaining accurate minutes of district council, executive committee, and other meetings. Serves as custodian of District Administrative Bylaws and policies.

**Qualifications (at the time of taking office)**

Should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions. Should have access to facilities for word processing and reproduction of materials. Must be a member in good standing of a Toastmasters club in good standing.

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If you would like to serve in one of these positions or if you know of someone who would like to serve, please submit his or her name to the district governor.