CANDIDATE
QUALIFICATIONS CHECKLIST

Use the following checklist to determine if candidates for district office meet the required qualifications as stated in the ***District Administrative Bylaws***. Any candidate who does not meet these qualifications cannot be considered for office.

Candidate name _____

District office position_____

SECTION I: ALL CANDIDATES

If the following criteria are not met, a candidate cannot be considered for office.

☐ Candidate is a member in good standing of a club in good standing.

☐ Candidate has completed and submitted the Officer Agreement and Release Form.

SECTION II: VOLUNTEER SERVICE HISTORY

Following are the minimum qualifications for each office position that a candidate must meet at the time of taking office. The nominating committee may ask each candidate to provide a print-out from the "My Offices Held" section of their online profile for verification.

REQUIREMENTS FOR OFFICE:

District governor • www.toastmasters.org/DGjob

☐ Six consecutive months served as club president
Club name_____ Year served_____

And 12 consecutive months as one of the following:

☐ Lieutenant governor education and training
Year served_____

☐ Lieutenant governor marketing
Year served_____

☐ Division governor
Year served_____

☐ Combination of lieutenant and division governor positions
Number of terms in each position and year served
_____

Lieutenant governor • www.toastmasters.org/LGETJob or www.toastmasters.org/LGMJob

☐ Six consecutive months served as club president
Club name_____ Year served_____

And 12 consecutive months as one of the following:

☐ Lieutenant governor education and training
Year served_____

☐ Lieutenant governor marketing
Year served_____

☐ Division governor
Year served_____

☐ Area governor
Year served_____

☐ Combination of lieutenant and division governor positions
Number of terms in each position and year served_____

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Division governor • www.toastmasters.org/DivGovJob

☐ Six consecutive months served as district council member
District Council position_____ Year served_____

ADDITIONAL ROLES

The following positions may or may not apply to your particular district and nominating committee, depending on whether your district appoints or elects the following office positions.

Area governor • www.toastmasters.org/AreaGovJob

☐ Served as district council member
District Council position_____ Year served_____

Public relations officer • www.toastmasters.org/PROJob

☐ Experience in and core understanding of public relations
☐ Computer knowledge

Treasurer • www.toastmasters.org/TreasurerJob

☐ Experience in and core understanding of accounting and bookkeeping practices
☐ Computer knowledge

Secretary • www.toastmasters.org/SecretaryJob

☐ Experience in and core understanding of administration and policy
☐ Computer knowledge

Other district support roles and requirements

While your district may have additional support roles, they are not required by Toastmasters International. Therefore, fulfilling these roles does not earn credit towards any education awards or Distinguished programs. As such, it is at the discretion of the district to appoint individuals to these roles and to determine the criteria for eligibility. Some of these roles are, but are not limited to district webmaster, club extension chair, and conference chair. Should you require more information about any of the district leader roles, please write to **districts@toastmasters.org**.

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