

## Lieutenant Governor Education and Training

Under the guidance of the district governor, the lieutenant governor education and training strives to have every club and each member reap the benefits of the Toastmasters educational program and become a Distinguished Club. The lieutenant governor education and training provides direction and counsel to division governors, area governors and club officers on the educational opportunities in Toastmasters, and is responsible for the design and conduct of successful district training programs, conferences and other district educational events.

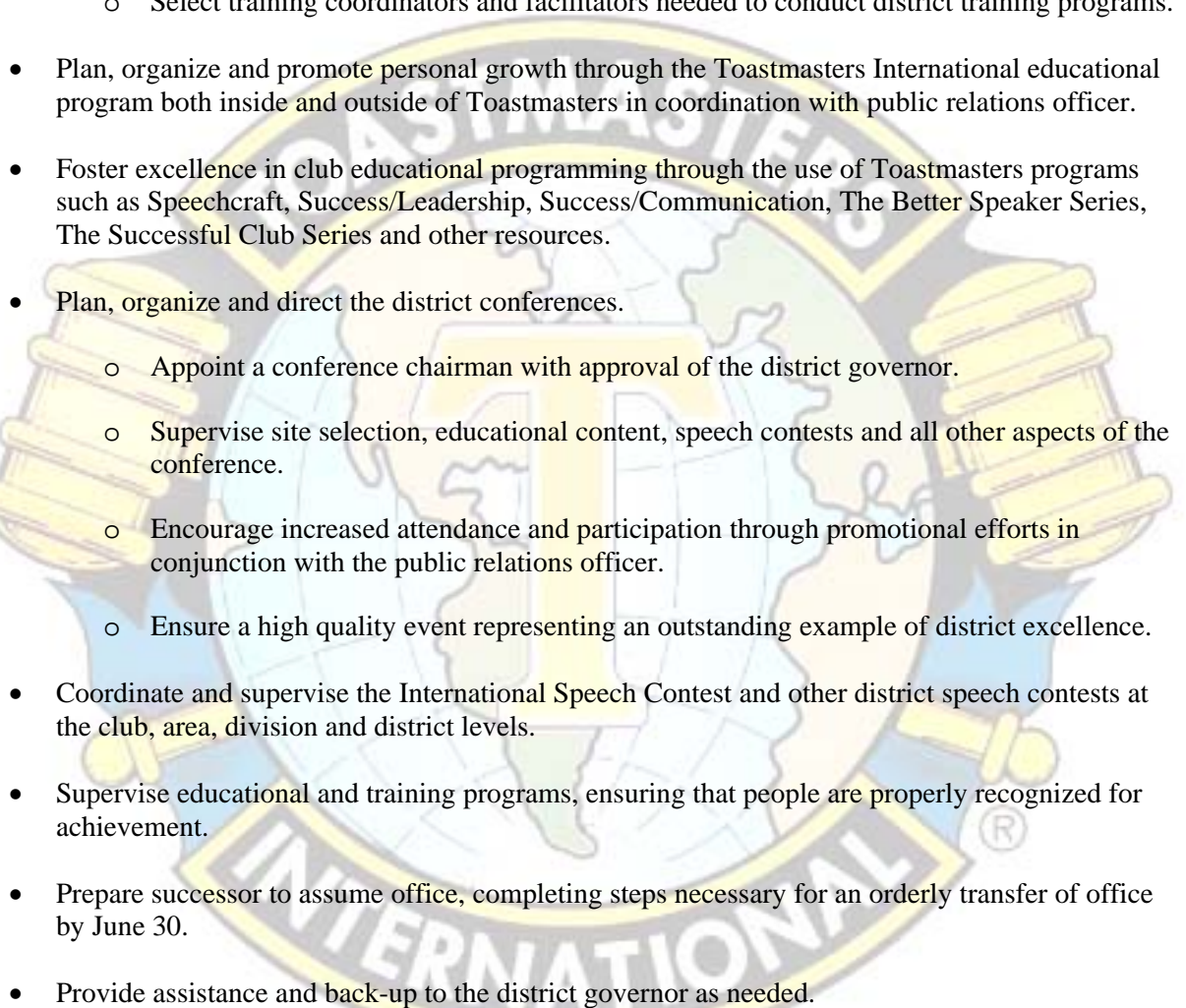
At the time of taking office, the lieutenant governor education and training must have served at least six consecutive months as a club president and at least 12 consecutive months as a lieutenant governor, division governor or area governor or a combination of these.

### Responsibilities:

- Serve as second-ranking member of the executive committee, presiding over that body and the district council in the absence of the district governor.
- Uphold the bylaws and policies of Toastmasters International and the district administrative bylaws, following them to the best of his or her ability.
- Participate in leadership training and development programs prepared and conducted by Toastmasters International at the regional conferences and International Convention.
- In consultation with and subject to the approval of the district governor, select chairmen for education, training or other committees promoting educational achievements and program excellence within clubs, as well as achievement in the Distinguished Club Program.
- In consultation with and subject to the approval of the district governor, appoint district conference chairman and training coordinators.

### Standards:

- Strive for accomplishment of district educational goals and achievement of Distinguished District.
- Promote achievement of Competent Communicator (CC) and Advanced Communicator (AC) awards for all members.
- Strive to make every club in the district a Distinguished Club. Coordinate the promotion of the Distinguished Club Program and the Club Success Plan.
- Plan, organize and direct the district training programs.
  - Determine training needs in consultation with district team members.

- 
- Develop training content, methods and instructional aids using Toastmasters International training program.
  - Ensure that division, area and club officers are properly trained to fulfill their roles and responsibilities.
  - Provide ongoing leadership training for all district officers as part of district conferences, executive committee meetings, etc.
  - Select training coordinators and facilitators needed to conduct district training programs.
  - Plan, organize and promote personal growth through the Toastmasters International educational program both inside and outside of Toastmasters in coordination with public relations officer.
  - Foster excellence in club educational programming through the use of Toastmasters programs such as Speechcraft, Success/Leadership, Success/Communication, The Better Speaker Series, The Successful Club Series and other resources.
  - Plan, organize and direct the district conferences.
    - Appoint a conference chairman with approval of the district governor.
    - Supervise site selection, educational content, speech contests and all other aspects of the conference.
    - Encourage increased attendance and participation through promotional efforts in conjunction with the public relations officer.
    - Ensure a high quality event representing an outstanding example of district excellence.
  - Coordinate and supervise the International Speech Contest and other district speech contests at the club, area, division and district levels.
  - Supervise educational and training programs, ensuring that people are properly recognized for achievement.
  - Prepare successor to assume office, completing steps necessary for an orderly transfer of office by June 30.
  - Provide assistance and back-up to the district governor as needed.