

District Governor Job Description

As the district's chief executive officer, the district governor directs the district in a way that fosters strong clubs; produces maximum growth in educational completions, clubs and membership; and is consistent with the interests of the members of Toastmasters International. The governor achieves the mission of the district in a manner that motivates volunteer leaders and promotes a standard of excellence in all district activities.

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

Responsibilities:

- Uphold the bylaws and policies of Toastmasters International, the district administrative bylaws, following them to the best of his or her ability.
- Participate in leadership training sessions organized and conducted by Toastmasters International at the regional conference and International Convention.
- As the representative of Toastmasters International in the district, work with the Board of directors and World Headquarters on matters related to district operations.
- Maintain regular communication with World Headquarters to help fulfill duties and goals.
- Organize and direct the human and financial resources necessary to achieve district goals.
- Serve as presiding officer at the district executive committee and district council meetings.
- Appoint district officers and committees as provided for in the district constitution and bylaws, subject to approval of the district council.
- Supervise and guide all elected and appointed district officers and be responsible for their success.
- Serve as advisor/counselor to clubs through delegates.
- Control use of Toastmasters International funds allocated to the district, subject to the bylaws and policies of Toastmasters International. Authorize all purchases on behalf of the district.

Standards:

- Communicate the mission of Toastmasters International and the district to all Toastmasters in the district.
- Promote district activities and Toastmasters International programs so that club quality is maintained at the highest level.

- Prepare a District Success Plan in consultation with the executive committee which outlines the goals, strategies, resources and timetable for achieving Distinguished District.
- Achieve Distinguished District by meeting training, club, membership and educational goals.
- Create and maintain an atmosphere of enjoyment, teamwork and dedication to Toastmasters International, all in the spirit of helping people learn, grow and achieve.
- Prepare the budget with the executive committee for approval by the district council.
- Promote the chartering of new clubs in coordination with the lieutenant governor marketing.
- Motivate membership building and retention programs in coordination with lieutenant governor marketing.
- Promote the Toastmasters International educational program and the achievement of educational accomplishments in coordination with lieutenant governor education and training.
- Establish ongoing high quality training programs for club, area, division and other district officers in coordination with the lieutenant governor education and training.
- In coordination with lieutenant governor education and training, oversee all speech contests and make arrangements for the district international speech contest.
- Establish district-wide communications and promote district activities in coordination with the public relations officer.
- Appoint district officers and committees as described in the district administrative bylaws.
- Prepare and submit by deadline plans and reports required by the Toastmasters International Board of Directors.
- Prepare successor to assume office, completing the necessary steps for an orderly transfer of office by June 30.
- Attend the regional conference and International Convention.