

# Section II 1

Toastmasters International  
***INTRODUCTION***

*Last Updated:* August 22, 2001

This Manual of Management Operations, here and after referred to as “the Manual,” is issued for the guidance of the Officers and Directors of Toastmasters International. It contains the regulations under which the organization is operated and is managed. The Manual also contains reference material for the convenience of Officers and Directors.

The Manual is composed of policies and procedures. A policy is a basic statement serving as a guide for administrative action by people. The policies should deal solely with fundamentals but may suggest details of procedure. Policies and procedures guide executive decisions. They are based on the objectives established for the organization by the Board of Directors.

Policies and procedures involve:

- \* Setting of **goals**, results to be achieved;
- \* General **guidelines** regarding how results will be achieved; and
- \* General **guidelines** regarding relationships, authority, responsibilities, and measurement techniques.

Policies and procedures do not involve:

- \* Specific project recommendations or implementations thereof.

All dollar references in this Manual are, United States dollars.