

Section V 15

Toastmasters International ORGANIZATION GUIDES

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INTERNATIONAL LEADERSHIP COMMITTEE GUIDELINES

The International Leadership Committee (ILC) chairman has overall responsibility for the functioning of the ILC. To ensure consistency from year-to-year, these guidelines are provided to the ILC chairman and are advisory rather than mandatory.

Responsibilities of the Chairman

- 1) The primary responsibilities of the Chairman are to:
 - a) Treat all candidates fairly during the selection process.
 - b) Train the new ILC members.
 - c) Provide active leadership of the committee to ensure that all interested and qualified prospective candidates are given full and fair consideration with special emphasis on leadership development.
 - d) Uphold the attributes of leadership, which are as follows:
 - i) Core Values – be a role model and living example of the Toastmasters core values.
 - *Integrity*
 - *Dedication to Excellence*
 - *Service to Our Members*
 - *Respect for the Individual*
 - ii) Vision – envisions growth of Toastmasters;
 - iii) Accountability – takes ownership of actions and decisions made;
 - iv) Advocacy – supports the Mission and Vision of Toastmasters,
 - v) Decision Making – collaborative, yet can think and draw conclusions independently,

- vi) Problem Solving – gathers facts and draws conclusions without passing judgments,
 - vii) Operational Procedures – understands infrastructure of Toastmasters and helps write procedures, if necessary.
- 2) Schedule and direct committee meetings; develop an annual calendar and disseminate this information to committee members at the beginning of the term.
 - 3) Develop meeting agendas and any internal or external reports, such as professional, personal, and educational references.
 - 4) Develop a timetable/schedule for candidate interviews by committee members. Determine how long and how many times each candidate will be called by committee members. Advise committee members to avoid frequent and long conversations; communication points-of-contact should be reasonable and meaningful.
 - 5) Have the committee develop consistent questions that will be asked by committee members during candidate interviews. This will help ensure that decisions are based on relevant and similar information.
 - 6) Ensure that committee activities are carried out in a timely and appropriate manner.
 - 7) Provide feedback to the Executive Committee on the ILC process and leadership development, through the International President.

Responsibilities of and Recommendations for Committee Members

- 1) Keep a fair and open mind.
- 2) Participate in meetings.
- 3) Study all candidate materials, review survey results and conduct interviews with candidates in order to make an informed decision.
- 4) Keep all committee deliberations and information confidential.
- 5) Continually look for ways to improve leadership development.
- 6) Suggest qualified candidates to the committee.
- 7) Recommend reading of materials on leadership development (list of books and articles to be included on the TI Web site).

- 8) Participate in learning opportunities provided by Toastmasters on leadership development.
- 9) Attend educational sessions at the International Convention on the subject of leadership development, if in attendance.

Notes

- 1) The committee should meet at least monthly throughout the year and more frequently as circumstances dictate.
- 2) Meetings will be held via telephone conference or other electronic communication methods; work can also be done via email and the on-line forum.
- 3) Identify candidates from various sources, including names of possible candidates from last year's committee.
- 4) Be sure you have required information from every viable candidate, such as biographical information, data sheet, references (can be from members or non-members), and personal interviews by committee members.
- 5) Committee members will have a password protected, confidential on-line forum provided by World Headquarters to communicate with fellow committee members.