**CALL FOR DISTRICT LEADER NOMINATIONS**

**DISTRICT 37 TOASTMASTERS**

**2025-2026**

*Discover and nurture the leader within you.*

*District leadership provides the training needed to enhance your leadership skills to become an effective leader.*

District 37 is seeking nominations for leaders for the 2025-2026 Toastmasters’ year. Your term as a District leader will begin on July 1, 2025 and conclude on June 30, 2026. During your year of service, you will develop the skills, knowledge, characteristics, and attributes of an effective leader while earning credit towards your Distinguished Toastmaster designation.

**Important Dates:**

December 7, 2024 – Call for nominations opens

February 7, 2025 – Call for nominations closes

February 10 – March 21, 2025 – Candidate interviews (virtual)

March 25, 2025 – Announcement of District leader candidates

April 1, 2025 – District Council notified of District leader candidates

April 28, 2025 – Candidate Showcase (virtual)

May 1, 2025 – Elections held at the District Council meeting

Individual active members of a club in good standing in District 37 are eligible to serve as a 2025-2026 District leader.

***Special note impacting District leaders serving 2026-2027 and beyond:***

Effective July 1, 2025, any member seeking to hold a District leadership position in District 37 who does not reside within the geographical boundaries of District 37 will be considered a Remote District Leader and subject to the revised expense reimbursement policies established by Toastmasters International. Further, the District Council must approve whether Remote District leaders will be permitted to serve in District 37 no later than November 1, 2025. If the District Council does not vote or if the District Council votes not to permit Remote District Leaders, then members who do not reside within the District 37 boundaries will be unable to serve in District 37.

Nominations are open for the following District leadership roles for 2025-2026.

**District Director**

Qualifications:

* Served at least six (6) months as a Club President and at least 12 consecutive months as Program Quality Director, Club Growth Director, Division Director, or a combination of the proceeding in District 37.
* Must meet the above qualifications by July 1, 2026
* Elected by the 2024-2025 District Council on May 1, 2025

Responsibilities:

* See District Director role below.

**Program Quality Director**

Qualifications:

* Served at least six (6) months as a Club President and at least 12 consecutive months as Program Quality Director, Club Growth Director, Division Director, an Area Director, or a combination of the proceeding in District 37.
* Must meet the above qualifications by July 1, 2026
* Elected by the 2024-2025 District Council on May 1, 2025

Responsibilities:

* See Program Quality Director role below.

**Club Growth Director**

Qualifications:

* Served at least six (6) months as a Club President and at least 12 consecutive months as Program Quality Director, Club Growth Director, Division Director, an Area Director, or a combination of the proceeding in District 37.
* Must meet the above qualifications by July 1, 2026
* Elected by the 2024-2025 District Council on May 1, 2025

Responsibilities:

* See Club Growth Director role below.

**Division Director**

Qualifications:

* Served at least six (6) months as a member of the District Council (Club President or Vice President Education) in District 37 (preferred).
* Must meet the above qualifications by July 1, 2026
* Elected by the 2024-2025 District Council on May 1, 2025

Responsibilities:

* See Division Director role below.

**Area Director**

Qualifications:

* Served at least six (6) months as a member of the District Council (Club President or Vice President Education) in District 37 (preferred).
* Must meet the above qualifications by July 1, 2026
* Appointed by the 2025-2026 District Director
* Approved by the 2025-2026 District Executive Council and District Council

Responsibilities:

* See Area Director role below.

**Finance Manager**

Qualifications:

* Appointed by the 2025-2026 District Director
* Approved by the 2025-2026 District Executive Council and District Council

Responsibilities:

* See Finance Manager role below.

**Administrative Manager**

Qualifications:

* Appointed by the 2025-2026 District Director
* Approved by the 2025-2026 District Executive Council and District Council

Responsibilities:

* See Administrative Manager role below.

**Public Relations Manager**

Qualifications:

* Appointed by the 2025-2026 District Director
* Approved by the 2025-2026 District Executive Council and District Council

Responsibilities:

* See Public Relations Manager role below.

**District Director Role**

The District Director shall work together with the Program Quality Director and the Club Growth Director toward the District mission, while supporting each one in their respective roles and their development as a leader. District Directors are responsible for directly administering and overseeing the District’s day-to-day operations, finances, and human resources. The District Director is the only officer who is authorized to sign off on contracts during the program year.

* Complete Pre-District Leader Training modules.
* Attend District Leader Training.
* Attend Mid-year Training.
* Submit District Leader List.
* Submit District Calendar.
* Submit District Success Plan.
* Submit District Alignment.
* Submit District Budget.
* Submit District Audit Reports.
* Attend Annual Business Meeting.
* Attend Region District Director calls.
* Conduct District Executive Committee meetings.
* Conduct District Council meetings.

**Program Quality Director Role**

The Program Quality Director shall work together with the District Director and the Club Growth Director toward the District mission, while supporting each one in their respective roles and their development as a leader. The Program Quality Director is responsible for all aspects of education and training within the District. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning, organizing, and executing the District conference. The Program Quality Director is responsible for promoting and supporting club quality and member retention.

* Complete Pre-District Leader Training modules.
* Attend District Leader Training.
* Attend Mid-year Training.
* Assist in completing the District Success Plan.
* Assist in completing the District Budget.
* Submit District Training Report.
* Support District Speech Contest(s).
* Submit International Speech Contest Results and Recordings.
* Attend Region Program Quality Director calls.
* Attend District Executive Committee meetings.
* Attend District Council meetings.
* Establish committees.

**Club Growth Director Role**

The Club Growth Director shall work together with the District Director and the Program Quality Director toward the District mission, while supporting each one in their respective roles and their development as a leader. The Club Growth Director is responsible for all aspects of marketing, club-building, and club-retention efforts within the District. This includes defining an overall marketing strategy for the District, developing outreach and club retention efforts with existing community and corporate clubs, and penetrating new markets. Additionally, the Club Growth Director supports challenged clubs and helps them to become Distinguished.

* Complete Pre-District Leader Training modules.
* Attend District Leader Training.
* Attend Mid-year Training.
* Assist in completing the District Success Plan.
* Assist in completing the District Budget.
* Complete District Market Analysis Plan.
* Attend Region Club Growth Director calls.
* Attend District Executive Committee meetings.
* Attend District Council meetings.
* Establish committees.

**Division Director Role**

The Division Director will lead and support the Division through the support of the Area Directors. One of the primary goals as Division Director is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, the Division Director will coordinate Division activities, set Division goals, and assist in the training of Area Directors and club officers.

* Complete Division Director Training.
* Complete Division Success Plan.
* Conduct Division Council meetings.
* Support Division Speech Contest(s).
* Attend District Executive Committee meetings.
* Attend District Council meetings.

**Area Director Role**

The Area Director serves as the direct liaison between the District and the clubs. Area Directors conduct multiple club visits a year within their respective Areas to understand and support club needs. In turn, these visits help District leaders understand how to support and meet the needs of each club. It is important that Area Directors have the support needed from the Division Director to serve the clubs. The success of the District depends on it.

* Complete Area Director Training.
* Complete Area Success Plan.
* Complete Area Director Club Visit Reports.
* Conduct Area Council meetings. Support Area Speech Contest(s).
* Attend District Executive Committee meetings.
* Attend District Council meetings.

**Finance Manager Role**

The District Finance Manager is tasked with the fiscal oversight and management of the District property. The District Finance Manager works closely with the District Director, Program Quality Director, and Club Growth Director to ensure that the District is making cost-effective decisions—within policy—that result in effective fiscal management. The District Finance Manager should have knowledge of accounting and be acquainted with the handling of financial matters.

* Complete Finance Manager Training.
* Assist in completing the District Success Plan.
* Complete District Budget.
* Submit Accrual Template.
* Submit District Signature Form.
* Submit Fixed Asset Template.
* Submit Inventory Template.
* Submit Monthly Narratives and Certification.
* Submit Quarterly P&L Reports.
* Submit Mid-year Audit Report.
* Submit Year-End Audit Report.
* Attend District Executive Committee meetings.
* Attend District Council meetings.

**Administrative Manager Role**

The District Administration Manager is responsible for maintaining the historical records of the District, recording and distributing meeting minutes, and otherwise maintaining accurate, timely records of District business.

* Complete Administration Manager Training.
* Assist in completing the District Success Plan.
* Publish minutes of District Council meetings.
* Publish minutes of District Executive Committee meetings.
* Attend District Executive Committee meetings.
* Attend District Council meetings.
* Submit District Calendar

**Public Relations Manager Role**

The District Public Relations Manager is responsible for coordinating publicity efforts in the District. By establishing and maintaining lines of communication between the District and its members, as well as between the District and the public, the District Public Relations Manager works to increase awareness of Toastmasters through all available media.

* Complete Administration Manager Training.
* Assist in completing the District Success Plan.
* Publish minutes of District Council meetings.
* Publish minutes of District Executive Committee meetings.
* Attend District Executive Committee meetings.
* Attend District Council meetings.
* Submit District Calendar