



## **Volunteer Positions in District 8**

### **District Governor**

Oversees the District in becoming distinguished which is basically increasing membership, the number of clubs and the number educational awards. Recruits a Secretary, Treasurer, Area Governors, PRO, and Committee Chairs. Runs the DEC training and all district meetings.

### **LG Education and Training**

Responsible for TLIs, Conferences, speech contests and promoting educational awards.

### **LG Marketing**

Responsible for Club Coaching, building new clubs, club membership retention and recruitment.

### **District Treasurer**

Prepares the district budget and responsible for paying district bills. Prepares quarterly reports.

### **District Public Relations Officer**

Responsible for publicizing Toastmasters using all available media outlets.

### **District Secretary**

Responsible for preparing the minutes for Staff meetings, DEC meetings and Council meetings.

### **District Sergeant at Arms**

Responsible for arranging meeting rooms for DEC's and Staff meetings and opens all meetings.

### **District Parliamentarian**

Ensures the District is following Parliamentary procedures primarily at Council meetings.

### **Division Governors**

Responsible for organizing Division speech contests and officer training make-up dates. Holds Division Council meetings.

### **Area Governors**

Visits clubs twice a year and organizes Area speech contests. Holds Area Council meetings.

## **District Chairs**

### **Audit Chair**

Responsible for auditing the District books twice a year and preparing a report for TI.

### **Bookstore**

Responsible for stocking the bookstore and operating the store at TLIs and conferences.

### **Club Anniversary Chair**

Responsible for reminding clubs of upcoming anniversaries & promoting club sponsored anniversary events.

### **Club Coaching Chair**

Responsible for the training and assigning of club coaches to clubs.

### **Club Extension Chair**

Responsible for forming new clubs. Also organizes sample meetings.

### **Communic~8 Editor**

Produces the District newsletter every two months--two of which are printed.

### **Conference Chair**

Responsible for staffing and putting together a District conference. (This is a great HPL)

### **Conference Site Chair**

Finds and helps secure District conference sites a year in advance of the conference.

### **Credentials Chair** (Traditionally the Immediate Past District Governor)

Tracks whether the District has a quorum at Council and DEC meetings.

### **Directory Chair**

Responsible for publishing the District Directory twice a year.

### **Historian**

Stores the District's historical records.

### **Long-Range Planning Chair** (Usually a Past District Governor)

Leads a group of usually Past District Governors in making long-range planning recommendations.

### **Nominating Chair** (Traditionally the Immediate Past District Governor)

In the Spring puts together a slate of officers to run for Division Governor and LG Marketing.

### **District Photographer**

Shoots photographs at primarily TLIs and District Conferences.

### **Procedures Chair**

Forms a committee to update the procedure manual once year.

### **Realignment Chair** (Traditionally the Immediate Past District Governor)

Forms a committee that realigns the Areas and Divisions for the next year as more clubs are added.

### **Speakers Bureau**

Provides a resource to Toastmasters and Non-Toastmasters to provide experienced speakers for any events.

### **Speechcraft Chair**

Promotes and is a resource for Toastmasters putting together a Speechcraft program.

### **TLI Chair**

Responsible for staffing and putting together a TLI. (This is a great HPL)

### **Webmaster**

Manages and regularly updates the District website.

### **Youth Leadership Chair**

Promotes and is a resource for Toastmasters putting together a Youth Leadership program.