

# CANDIDATE APPLICATION



*These materials are confidential. District Leadership Committee (DLC), upon completion of voting, submit all forms to the committee chair to destroy after the final report has been distributed to the district director.*

Should you require more information about any of the **district leader roles**, please write to [districts@toastmasters.org](mailto:districts@toastmasters.org).

If you are a candidate for a district office position, please complete the form below and submit it to your district director or DLC. The qualifications found on this form are stated in the District Administrative Bylaws of the Toastmasters governing documents. Keep in mind that any candidate who does not meet these qualifications cannot be considered for office.

Candidate name \_\_\_\_\_ Member Number \_\_\_\_\_

District office position \_\_\_\_\_

## SECTION I: ALL CANDIDATES

- Candidate is a member in good standing of a club in good standing.
- Candidate has completed and submitted the **Officer Agreement and Release Statement**.
- Candidate photograph and biography information.

## SECTION II: VOLUNTEER SERVICE HISTORY

Following are the minimum qualifications for each district leader position that a candidate must meet at the time of taking office. For verification, please attach a print out from the "Offices Held" section of your online account for the DLC. Additionally, all district leaders should be evaluated (by role) for their **competencies**.

### REQUIREMENTS FOR OFFICE:

Visit the Toastmasters International website to review **district leader roles and responsibilities**. Please reference **new titles for district leaders** effective July 2015. All previous titles count towards service requirements.

#### District Director

- Six consecutive months served as club president  
Club name \_\_\_\_\_ Year served \_\_\_\_\_

**And** twelve consecutive months as one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Program quality director<br>Year served _____ | <input type="checkbox"/> Division director<br>Year served _____  |
| <input type="checkbox"/> Club growth director<br>Year served _____     | <input type="checkbox"/> Combination of program quality director or club growth director and division director positions<br>Number of terms in each position and year served _____ |

#### Program Quality Director

- Six consecutive months served as club president  
Club name \_\_\_\_\_ Year served \_\_\_\_\_

**And** twelve consecutive months as one of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Program quality director<br>Year served _____ | <input type="checkbox"/> Division director<br>Year served _____ |
| <input type="checkbox"/> Club growth director<br>Year served _____     | <input type="checkbox"/> Area director<br>Year served _____     |

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- Combination of program quality director or club growth director and division director positions  
Number of terms in each position and year served \_\_\_\_\_

## Club Growth Director

- Six consecutive months served as club president  
Club name \_\_\_\_\_ Year served \_\_\_\_\_

**And** twelve consecutive months as one of the following:

- Program quality director  
Year served \_\_\_\_\_
- Division director  
Year served \_\_\_\_\_
- Club growth director  
Year served \_\_\_\_\_
- Area director  
Year served \_\_\_\_\_
- Combination of program quality director or club growth director and division director positions  
Number of terms in each position and year served \_\_\_\_\_

## Division Director

- Six consecutive months served as district council member  
Position \_\_\_\_\_ Year served \_\_\_\_\_

## ADDITIONAL ROLES

The following positions may not apply to your particular district and leadership committee, depending on whether your district appoints or elects the following positions.

### Area Director

- Served as district council member (\*recommended)  
Position \_\_\_\_\_ Year served \_\_\_\_\_

### Administration Manager

- Experience in and core understanding of administration and policy
- Computer knowledge

### Finance Manager

- Experience in and core understanding of accounting and bookkeeping practices
- Computer knowledge

### Public Relations Manager

- Experience in and core understanding of public relations
- Computer knowledge

## OTHER DISTRICT SUPPORT ROLES AND REQUIREMENTS

While your district may have additional support roles, they are not required by Toastmasters International. Therefore, fulfilling these roles does not earn credit toward any education awards or Distinguished programs. As such, it is at the discretion of the district to appoint individuals to these roles and to determine the criteria for eligibility. Some of these roles are, but are not limited to district webmaster, member of the **district marketing team**, and conference chair.