



## MAKING A DIFFERENCE AS DIVISION DIRECTOR



As division director, your job is to lead and support the division through the supervision and support of the area directors. One of your primary goals as division director is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, you coordinate division activities, set division goals and assist in the training of area and club leaders. To serve as division director, you must have served at least six consecutive months as a member of a district council. The division director may be re-elected to one succeeding term. See District Administrative Bylaws, [Article VII: Officers](#).

### [District Leadership Handbook](#)

As division director, I recommend you assemble an 'Division Director Kit': a portable file carrying case (plastic) that contains items useful at any and every district function: training, contests, conferences, or visits. This would consist of the district leadership handbook mentioned above; all the Club Officer manuals (in case you or another Toastmaster might have to conduct training with little notice); a gavel, flag, contest rulebook, timing cards (or red, green yellow file folders), a stop watch, thumb tacks, tape, an extension cord, CC and CL manuals, contest judging forms, district calendar, and a list of all district officers (with addresses, phone numbers and emails). And here are some links to some very valuable resources:

[Area Club Visits](#)  
[Attract and Retain New Members](#)  
[Area and Division Governor Training](#)  
[Distinguished Division Program](#)  
[Distinguished District Program](#)  
[Area Governor/Division Governor/Toastmaster of the Year](#)  
[Features, Benefits and Values Chart](#)  
[How to Build a Toastmasters Club](#)  
[How to Rebuild a Toastmasters Club](#)  
[Marketing Flier](#)  
[Membership Building Contests](#)  
[Membership Building Kit](#)  
[Membership Growth](#)  
[Pathways](#)  
[Portable File](#)  
[Club Building Strategy Guide for Districts](#)  
[Training Materials](#)

If you are viewing this handout online, simply click any item to view it. If you are viewing a hardcopy of this handout, go to: [nagarajafor2ndvp.com](http://nagarajafor2ndvp.com) and view the items listed above. Questions, comments or requests, use email in footer below.