



## MAKING A DIFFERENCE AS DISTRICT DIRECTOR



As the district director (DD), formerly district governor, you are responsible for directly overseeing and managing the district's day-to-day operations, finances, and human resources. Fortunately, you have a team of district leaders to help you fulfill these responsibilities. You must empower your district leadership team to work together toward the district mission, while supporting each one in his or her development as a leader. Together with your district leadership team, you participate in District Leader Training, Midyear Training, and online tutorials.

During your recent officer training you received a lot of valuable information. At this point you may be overwhelmed and not know where to look first. I have compiled a list of what I consider the most valuable resources and links to help you get off to a great start.

You will directly oversee and manage the district's day-to-day operations, finances, and human resources, and your first resource directly related to managing the district is the:

### [District Leadership Handbook](#)

As district director, I recommend you assemble a 'DD 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, 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:

[Building a Healthy Team](#)  
[Contest Rulebook](#)  
[Club Coach Program](#)  
[District Alignment and Planning](#)  
[District Budget Success Plan](#)  
[District Election Procedures](#)  
[District Finance Calendar](#)  
[District Leader Tools](#)

[District Leadership Committee](#)  
[District Recognition Program](#)  
[District Success Plan \(PDF\)](#)  
[Governing Documents of Toastmasters International](#)  
["\\_\\_\\_\\_\\_ of the Year" Awards Checklist](#)  
[Portable File](#)  
[Leadership Central](#)  
[Reporting Requirements](#)

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.