



MAKING A DIFFERENCE AS ADMINISTRATIVE MANAGER



As the administrative manager (formerly district secretary), you are responsible for maintaining the historical records of the district, recording and distributing meeting minutes, and otherwise maintaining accurate, timely records of district business

I have compiled a list of what I consider the most valuable resources and links to help you get off to a great start. Here's a resource that you should have with you all the time:

[District Leadership Handbook](#)

Here are some links to some very valuable resources related to Administrative Manager:

[Governing Documents of Toastmasters International](#)
[Reporting Requirements](#)
[Speeches and Voting Logistics](#)
[Training Reports](#)
[Club Secretary Training](#)
[Features, Benefits and Values Chart](#)
[Toastmasters International Membership Application](#)

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