



BE THE DIFFERENCE!



MAKING A DIFFERENCE AS ADMINISTRATION MANAGER



As the administration 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:

[Application to Organize a Toastmasters Club](#)

[Club Secretary Training](#)

[District Administrative Bylaws](#)

[District Leader Tools](#)

[Features, Benefits and Values Chart](#)

[Governing Documents of Toastmasters International](#)

[Pathways Tutorial/Pocket Guide](#)

[Proxy and Elections](#)

[Reporting Requirements](#)

[Toastmasters International Membership Application](#)

[Training Reports](#)

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