



District Council Report Administration Manager– September 2023

Submitted by	Sikhanyisile Mabhena
Purpose of the Role	The Administration Manager keeps accurate minutes of district council, executive committee, and other meetings. In addition, they also uphold the District Administrative Bylaws and policies.

Challenges:	
Activities To Date	<ul style="list-style-type: none"> • Submission of District Officers List and Release and Agreement forms to TI • I ran a campaign to get clubs to upload club officer lists on the Toastmasters International portal • Submission of District Activity Calendar • Leadership contact details submitted to District webmaster • Set-up monthly Cabinet, Directorate and Executive virtual check-ins • Assisted the outgoing Admin Manager and outgoing Logistics Manager with the Directorate boot camp at the induction dinner together with the incoming Logistics Manager • Ensured that 86% of the clubs assigned their club proxy for the International Business meeting • Notice sent to District Members for our September Council meeting using Mail Merge • Collate reports for Executive and Council meetings to send to our webmaster for publication on the district website. • Setting up the District Executive and Council virtual meetings and ensuring we have a voting tool for the meetings. • Supporting team with Admin duties
Challenges	<ul style="list-style-type: none"> • Proxy submission was done after efforts. Because some clubs did not upload their Club Officer lists, even after the campaign, their clubs could not assign the proxy when the time came and they were asking why they could not • Late submission of Executive and Council reports by District Executives and Coordinators. Follow ups had to be made after the deadline. • Mail Merge is efficient in delivering messages but some email addresses are not updated so messages do not always deliver. Not all members acknowledge or respond to emails.

	<ul style="list-style-type: none">• WhatsApp is the most effective communication tool we have at present however not all members respond to the messages
Pipeline	<ul style="list-style-type: none">• To cultivate a culture where all members respond to emails and WhatsApp messages to make communication effective