



District 74, Toastmasters Southern Africa

Minutes of The April District 74 Council Meeting held on Saturday, 26 April 2025 at 09:00 Venue: Online

1. Call to Order

The Logistic Manager Leya Musunga called the council meeting to order.

2. Welcome and Introduction

Our District Director, Granny Be007, welcomed all the serving district officers starting off with the cabinet followed by the Division Directors and the Area Directors that form up the District Executive Council. The D74 Coordinators were recognised from the various portfolios. Past District Governors and Past District Directors were acknowledged. Our Parliamentarian for the District Council Meeting, PDG Rob Douglas DTM, was recognized.

Our District Director welcomed all our District Presidents and VPE's, all club Presidents and Vice Presidents of Education and Executive Council Members present were recognized as the decision-making body within the district, called the District Council.

3. Guest Speaker

Past District Director Tim Knights DTM, shared his insights in a leadership role - he encouraged every member to care, always stay in touch and avail themselves to aid in the needs of their distinctive clubs.

4. Certification of Quorum

Credentials officer Bradford Dale, reported at 11:03 a quorum was finally reached

5. Method of Business

Past District Governor and Parliamentarian Rob Douglas DTM, introduced the method of business and the order to follow for our District 74 business of the day.

6. Adoption of the Agenda

The agenda was adopted with no objections.

7. Apologies Received by Administration Manager

Rudi van Niekerk DTM - Area D1 Director

Adolph Kaestner DTM PDG

Leila Veerapan-Lewis - Randburg Toastmasters Club President

Nadeem Oozeer - Area B2 Director

Johan Kok - Area C1 Director

Akamia Malope - Area A5 Director

Josette Boesak - Area A3 Director

Khethiwe Malema - Area E4 Director

Phemo Kgosi - Area G4 Director

8. Minutes of the Previous Meeting

- 8.1 Adoption of Minutes – Minutes were adopted by Madam PRM, Sikhanyisile Mabhena and seconded by CGD Bryton Masiye.
- 8.2 There were also no matters arising from previous minutes

9. Ratification of Appointments

Changes have occurred in the executive team, Area B1 Director Pear Story resigned with no replacement and Area D2 Director Nokwanda Khanyile has resigned, and has been replaced by Gil Harper. Area G2 Director Lloyd Sikeba and Area G3 Director, Clemence Kambewu have also resigned.

10. District Council Reports

All written reports can be found on our website or here:

https://drive.google.com/drive/folders/1zyGXCrWo_S3QQrOhouTdOp7imLO1vO40?usp=share_link

- 10.1 Coordinator Reports: no substantial additions to the report have been made.
- 10.2 Area Director Reports: no substantial additions to the report have been made.
- 10.3 Division Director's Reports: The Division Directors submitted verbally their written reports.
- 10.4 Finance Manager's Report: He verbally submitted the written report and responded to questions
- 10.4.1 Half Year Audit Committee Report: The written report was tabled
- 10.4.2 Adoption of Finance Manager's Report: The Finance Manager's Report was unanimously adopted
- 10.5 IPDD Report: This covered mainly the report as DLC Chair
- 10.6 Logistics Manager's Report: was tabled without change.
- 10.7 Administration Manager's Report: was tabled without change.
- 10.8 Public Relations Manager's Report: was tabled without change.
- 10.9 Club Growth Director's Report: the written report was also shared verbally
- 10.10 Program Quality Director's report: the written report was also shared verbally
- 10.11 District Director's report: the written report was also shared verbally and adopted unanimously

11. Elections of District Officers

11.1.1 The following Nominated Candidates for District 74 2025/2026 were elected:

District Director & also Chairperson: Bhekisisa Ngomane DTM

Program Quality Director: Bryton Masiya DTM

Club Growth Director: Devin Pearson DTM

Public Relations Manager: Leya Musunga

Administration Manager: Estelle Engelbrecht

Finance Manager: Matome Seabi

Division Directors

Division A Director: No Candidate

Division B Director: Willene Venter

Division C Director: Lorna Holtman

Division D Director: No Candidate

Division E Director: Gcobisa Sigwili

Division F Director: Lesedi Masina

Division G Director: No Candidate

12. New Business Motions or Appointments

12.1 The Rules when speaking to a motion. The Past District Governor informed the council on how to debate the motion (Parliamentary Procedures of the Council): 3 minutes, 2 minutes to second the motion.

We received 2 motions:

Motion 1. To update the D74 Code of Practice with various items as indicated by attached documentation Annexure 1.

Motions 1 RESPONSE – The motion was PASSED as it received ZERO objections and was unanimously voted in.

Motion 2. Submitted by VPE Maud Nale; I move that. Beginning with the International Convention to be held this August 2025, District 74 shall subsidize International Convention expenses for the District Director, Program Quality director, and Club Growth Director. Only if, number one, the district achieved distinguished status or higher in the immediately preceding program year. Number two, such expenses are not covered or reimbursed. By Toastmasters International. No such subsidy shall be granted in years when the district does not achieve at least distinguished status.

Motion 2 RESPONSE - This motion had opposition and 2 people were able to speak for and 2 against the motion alternatively and then it was voted on. The motion was passed with 57%

D74 Code of Practice was updated with BOTH Motions and is attached as Annexure 2

12.2. The proposed district realignment in terms of existing divisions in District 74 was passed without objections.

13. Date of Next Meeting

19 and 20 September 2025

14. Adjournment

The meeting was adjourned at 13:15



GRANNY BE007
DISTRICT DIRECTOR
2024/25
30 May 2025



BENJAMIN AKINMOYEJE
ADMIN MANAGER
2024/25

Name & Surname: ADMIN MANAGER; Benjamin Akinmoyeje

Membership Number xx

Club Name: xx

Club Number: xx

7 Proposed Minor Amendments to the District 74 Code of Practice:

I move that the following seven points be amended to the District 74 Code of Practice:

(There are no major changes being proposed, only relevant updates and alignment with TI changes.

Deletions are indicated by ~~strikethrough~~

Additions are indicated by yellow highlighter)

FIRST AMMENDMENT

Page 7 - 5.2 Meetings

The Cabinet is in contact monthly, if possible, either in person or ~~by teleconference~~ online.

The Directorate meets when convened by the District Director, in particular for strategy and Awards Committee purposes and 25% of its members form a quorum.

The Executive meets at least twice a year, at the midyear conference and if not held, then at the District Council Meeting no later than 30 September and at the annual conference.

The Council meets twice a year, at the midyear conference and if not held, then at the District Council Meeting no later than 30 September and annual conference.

Motivation: FIRST AMMENDMENT:

Update of technologies used we do not use teleconferences anymore; we use ONLINE platforms.

We do not currently run a mid-year conference, and TI stipulates the Council MUST be concluded before 30 September – thus this amendment will align with the present and be flexible for the future if it is cost effective to have a mid-year conference again.

SECOND AMMENDMENT

Page 7 – 5.4 Voting

Every member of the Cabinet, Directorate, Executive and Council present will have one vote. ~~Only Presidents and Vice Presidents Education of clubs may be present by proxy instead of in person.~~

All District Council meetings are held online only, except the Annual Meeting of the District Council. The District Executive Committee will decide if the Annual Meeting will be conducted hybrid (in-person and online) or online only. District Council meetings cannot be held entirely in-person

Proxies for District Council meetings are not permitted. The Club President and Vice President Education may cast their vote as club representatives. Either club officer may carry the club's two (2) votes, or each of the club officers may carry one (1) vote, as determined by the club membership. District Council members may cast a maximum of two (2) votes. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional vote as a Club President and/or Vice President Education for their club.

Motivation: SECOND AMMENDMENT:

TOASTMASTERS INTERNATIONAL BROUGHT THE FOLLOWING CHANGES

Proxies are not permitted since about Aug 2022

As recorded on their FAQ <https://www.toastmasters.org/footer/faq/District%20Events>

1. [Can proxies be used for electronic voting?](#)

Proxies for District Council meetings are not permitted. The Club President and Vice President Education may cast their vote as club representatives. Either club officer may carry the club's two (2) votes, or each of the club officers may carry one (1) vote, as determined by the club membership. District Council members may cast a maximum of two (2) votes. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional vote as a Club President and/or Vice President Education for their club.

2. [Can District Council meetings be conducted in-person?](#)

All District Council meetings are held online only, except the Annual Meeting of the District Council. The District Executive Committee will decide if the Annual Meeting will be conducted hybrid (in-person and online) or online only. District Council meetings cannot be held entirely in-person]

THIRD AMMENDMENT

Page 9 – 6.3 Distinguished District Status

Should District 74 achieve Smedley Distinguished District TI indicates payment of the District Director and partner for accommodation and registration but airfare for the District Director only, thus District 74 will cover that cost of the partner, at the cheapest available rate.

Should District 74 achieve President's Distinguished status, the District will fund the costs of the District Director who served in the year for which the status is given to attend the International Convention in the amount of the accommodation bill for the duration for the Convention, less any amount paid by TI direct to that Director in respect of accommodation. It is noted that TI pays for the travelling costs of all such District Directors to attend the International Convention; District will pay for all registrations for functions not already paid for by Toastmasters International for the said District Director, including the functions listed above in 6.1.2;

Where the status of Select Distinguished District is conferred upon the District in any one year, or the District achieves Distinguished District and earns the Excellence in Leadership award, the District Director who led the District 74 to this status has their travelling expenses paid for by District. It is noted that the District Director will only have the airfare paid for from District 74 to the International Convention at the cheapest

available rate and that they will be responsible for all other costs associated with such International Convention, but District will pay for the attendance at the functions listed above in 6.1.2;

Where the District achieves the status of Distinguished District, the District Director who led the District to that status will be responsible for their own travel and accommodation arrangements but the District will pay for their attendance at the functions listed above in 6.1.2. District will pay for all registrations for functions not already paid for by Toastmasters International for the said District Directors.

The above is in accordance with the TI incentives found from page 16 of TI [District Recognition Program](#) Summary Table pasted below

Awards

The awards for Districts that earn recognition are as follows:

	Distinguished District	Select Distinguished District	President's Distinguished District	Smedley Distinguished District
District Director and spouse will receive complimentary International Convention registration and complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.				x
Single-room accommodation for two additional nights (total of four nights) at the International Convention for the District Director.				x
VIP seating at International Convention events (if applicable) for the District Director and spouse.				x
Round-trip airfare (coach) to the International Convention for the District Director.			x	x
Single-room accommodation for two nights at the International Convention for the District Director.		x	x	x
One discounted registration to the International Convention for the District Director and complimentary ticket to the World Championship of Public Speaking, if ticketed separately.	x	x	x	
Complimentary admission to the Golden Gavel presentation for the District Director.	x	x	x	x
Awards for the District Director, Program Quality Director, and Club Growth Director presented at the Hall of Fame.	x	x	x	x
Patch for the District banner.	x	x	x	x
Certificates to recognize those who contributed to the District's success.	x	x	x	x

*Awards are nontransferable.

Motivation: THIRD AMMENDMENT

The Smedley Distinguished District Award was introduced in the 2019/2020 Toastmasters International year and was not added to the D74 Code of Practice – this is to update the code within the letter and spirit of the other awards.

FOURTH AMMENDMENT

Page 11 – 7.5 District meetings

The cost of meetings which coincide with the annual and mid-year conferences and if not held, then at the District Council Meeting no later than 30 September will be borne by those conferences.

Motivation: FOURTH AMMENDMENT:

We do not currently run a mid-year conference, and TI stipulates the Council MUST be concluded before 30 September – thus this amendment will align with the present and be flexible for the future if it is cost effective to have a mid-year conference again.

FIFTH AMMENDMENT

Page 12 – 7.9 District stock of new member kits

District shall order new member kits no later than when the remaining stock is less than 200 new member kits

Motivation: FIFTH AMMENDMENT

Item to be removed – no longer applicable - we do not use new member kits anymore

SIXTH AMMENDMENT

Page 15 - 10.1 Nature of Contests

The nature of contests held at conferences, and the rules appertaining thereto, shall be decided by the District Council (on the basis of recommendations submitted by the District Executive).

The International Speech Contest, Evaluation Contest and Table Topics Contest shall be held at the annual conference. These contests shall be run in accord with the requirements of Toastmasters International, and nothing herein shall conflict with the contest rules published by Toastmasters International or with official policy.

District shall host semi-finals for the official District speech contests², when there are 10 (ten) or more divisions. These semi-finals shall then be complete a minimum of 2 weeks prior to the District Finals scheduled at the Annual Conference. With 9 or less Divisions there will be no semi-finals, only the finals at the conference

~~As long as there is a requirement for online speech contests as stipulated by the Board of Directors, the International Speech Contest, Evaluation Contest and Table Topics Contest will be held at all District levels (including Area and Division)³.~~

Motivation: SIXTH AMMENDMENT

Due to the Reformation, we do not have the large number of Divisions that we need any Semi-Finals, however, we have tailored this for future growth and any other Reformation that might happen in the future

SEVENTH AMMENDMENT

Page 15 – 11.2 Scheduling

When in person/hybrid The District Executive **Council** will ensure that arrangements for all District Council meetings are such that the venue and time allocated to the meeting allow constructive debate on the business before the meeting, and that the date selected is one on which the greatest number of people can attend, as well as being separated as far as possible from the Candidates' Forum which precedes it.

Motivation: SEVENTH AMMENDMENT

Due to TI's requirements for ONLINE/HYBRID District Executive Council Meetings, which impacts this statement, hence we suggest adding the part to suit any possible changes in the future



CODE OF PRACTICE

DISTRICT 74

Revised April 2025

(incorporating decisions of April 2025 DCM - District Council Meeting)

Contents

1	Objectives of the Code of Practice.....	6
2	Governing instruments.....	6
3	Superior and complementary authorities	6
4	Interpretation.....	6
5	District Organisation.....	7
5.1	Structure.....	7
5.1.1	District Cabinet.....	7
5.1.2	District Directorate.....	7
5.1.3	District Executive.....	7
5.1.4	District Council	7
5.2	Meetings.....	7
5.3	Attendance	8
5.4	Voting.....	8
5.5	Administration	8
6	INTERNATIONAL CONVENTION	8
6.1	Convention costs.....	8
6.1.1	Accommodation	8
6.1.2	Convention/Function Costs	8
6.2	Obligation to Participate	9
6.3	Distinguished District Status	9
7	District Finances	10
7.1	District Finance Manager	10
7.1.1	Job Description	10
7.1.2	Skills Requirement	10
7.2	Emergency Fund.....	11
7.3	Budget.....	11
7.4	Audit Committee.....	11
7.5	District meetings.....	11
7.6	District travel costs.....	11
7.7	Other District costs.....	12
7.8	District bank accounts.....	12
7.9	District stock of new member kits.....	12

District 74 Code of Practice (Revised April 2025)

8	Chairmen and Coordinators of the District.....	12
8.1	Roles of Chairmen and Coordinators.....	12
8.2	Functions to be exercised by chairmen and coordinators.....	13
9	DISTRICT CONFERENCES.....	13
9.1	Purpose.....	13
9.2	Roster.....	13
9.3	Naming.....	13
9.4	Financial responsibility and authority	13
9.5	Cost of conference to Toastmasters	13
9.6	Distribution of functions	14
9.6.1	The Host Body	14
9.6.2	Program Quality Director.....	14
9.7	Concessions granted to officers, and special arrangements	14
10	CONTESTS	14
10.1	Nature of Contests	14
10.2	International Speech Contest.....	14
10.3	Announcement of Results.....	14
10.4	Area and Division Contests.....	15
11	Standing rules for business meetings of the District Council	15
11.1	Higher Authority	15
11.2	Scheduling	15
11.3	Attendance	15
11.4	Chairmanship	15
11.5	Notice of Meeting and Agenda.....	15
11.6	Reports.....	16
11.7	Resolutions	16
11.8	Minutes.....	17
11.9	Report back on motions	17
11.10	Voting Procedure at Elections.....	17
11.11	Nominations, candidates' forum and elections.....	17
11.12	Electronic vote in the absence of a quorum	18
12	Annual Induction Ceremony.....	19
13	Amendments.....	19
14	Reformation.....	19

APPENDIX 1 – POSSIBLE DISTRICT COORDINATORS	20
1 For District Director	20
1.1 District Archivist.....	20
1.2 Audit Committee Chairman	20
1.3 Awards Committee Chairman	21
1.4 Budget Committee Chairman.....	21
1.5 Credentials Officer	22
1.6 Growth Strategy Coordinator	22
1.7 Leadership Mentoring Coordinator.....	23
1.8 Nominations Committee Chairman	23
1.9 Parliamentary	24
1.10 Statistician	25
2 For Program Quality Director.....	25
2.1 Chief Judge	25
2.2 Conference Coordinator.....	27
2.3 Educational Coordinator.....	27
2.4 MayCon Convener	28
2.5 PSASA Liaison Coordinator	28
2.6 SAQA Coordinator	29
2.7 Speaker's Bureau Coordinator	29
2.8 TLI Chairman	30
3 For Club Growth Director	31
3.1 Area Director Visit Information Coordinator	31
3.2 Club Alignment Coordinator	31
3.3 Club Support Coordinator	32
3.4 Garmeson Trust Chairman.....	32
3.5 Leads Management Coordinator.....	32
3.6 Membership Participation Coordinator	33
3.7 New Clubs Coordinator	34
3.8 New Member Kit Coordinator.....	34
3.9 Semi-Annual Dues Coordinator	35
3.10 Speechcraft Coordinator	35
3.11 Youth Leadership Coordinator	36

4	For Public Relations Manager	36
4.1	Corporate Relationship Coordinator.....	36
4.2	External Communications Coordinator.....	37
4.3	On A Point Editor	37
4.4	Special Projects Coordinator.....	37
4.5	Web Developer (Technical).....	38
4.6	Webmaster (Content Update).....	38
5	For Finance Manager	39
5.1	District Assets Coordinator.....	39
5.2	Finance Committee Chairman	39
5.3	Stock Custodian.....	39
6	For Administration Manager	40
6.1	Club Officer and Contact Information Coordinator	40
7	For Immediate Past District Director	41
7.1	PDG/D Advisory Committee	41

1 Objectives of the Code of Practice

Every organisation needs form and continuity. When these are being provided for, two points must be respected:

- As the will of members as expressed from time to time must be given effect, appropriate means of change must be incorporated; and
- The working of the organisation must not be unduly obstructed; therefore, such activities as an annual “reinvention of the wheel” must be avoided, as it is both wasteful and confusing.

The purpose of the Code of Practice (hereinafter referred to as “the code”) is to provide guidelines enabling the district to operate on a continuing basis while respecting these two important considerations. By its use, all concerned may know the established position. By the flexibility of the provisions for its amendment, the risk of any administration binding its successors unduly is avoided.

The Code, however, does not stand alone. It must be read in conjunction with other governing instruments mentioned and also, where appropriate, with the District Leadership Handbook.

2 Governing Instruments

The Governing Instruments of this District are:

- its ADMINISTRATIVE BYLAWS (hereinafter referred to as “the Bylaws”), basically a standard document, which may be amended by the district subject to the approval of the Board of Directors in terms of Article XVII and provided that such amendment does not conflict with the Policies and/or Policy Statements published by the Board from time to time;
- the Code, which sets out the manner in which the district will be administered with the framework of the Bylaws see Article xvii(c) and furnishes Standing Rules governing business meetings of the District Council. The manner of amendment of the CODE OF PRACTICE is set out in point 13.

3 Superior and Complementary Authorities

Anything in the Code which conflicts with the Bylaws and/or any Policy documents or Policy Statement published by Toastmasters International shall be null and void. In the event that any such conflict is discovered, it shall be the duty of the first subsequent Executive meeting to enact an appropriate amendment to the Code, which change shall be ratified by the District Council in terms of the final Article thereof.

ROBERTS RULES OF ORDER NEWLY REVISED shall be the final authority as to parliamentary procedure insofar as its instructions do not conflict with the bylaws or any published policy of Toastmasters International.

4 Interpretation

In the Code the singular shall be interpreted as the plural and vice versa, and the masculine as the feminine and vice versa, wherever this shall be necessary for the sense thereof. In regard to the latter provision, it is specifically stressed that no distinction whatever is made between male and female members in the Toastmasters movement in general and in this District in particular.

5 District Organisation

5.1 Structure

5.1.1 District Cabinet

Comprising of:

- District Director
- Program Quality Director
- Club Growth Director
- Public Relations Manager
- Administration Manager
- Finance Manager
- Logistics Manager
- Immediate Past District Director

5.1.2 District Directorate

Comprising of:

- The Cabinet
- All Division Directors

5.1.3 District Executive

Comprising, in terms of Article XI (a) of the Bylaws, of:

- District Directorate
- All Area Directors

5.1.4 District Council

Comprising in terms of Article IX (a) of the Bylaws:

- District Executive
- All Club Presidents
- All Club Vice-Presidents Education

5.2 Meetings

The Cabinet is in contact monthly, if possible, either in person or online.

The Directorate meets when convened by the District Director, in particular for strategy and Awards Committee purposes and 25% of its members form a quorum.

The Executive meets at least twice a year, at the midyear conference and if not held no later than 30 September Council and at the annual conference.

The Council meets twice a year, at the midyear conference and if not held no later than 30 September Council and annual conference.ⁱ

5.3 Attendance

Past Chairmen of Council, Past District Governors/Directors and current District chairmen/coordinators have the right of attendance and speech at Council meetings, and at Executive meetings only in terms of a specific invitation by the District Director, subject to the right of the chairman at the chairman's discretion to grant precedence to members of the Executive or Council, as the case may be, but they shall not have the power to vote unless by virtue of other capacities.

5.4 Voting

Every member of the Cabinet, Directorate, Executive and Council present will have one vote.

All District Council meetings are held online only, except the Annual Meeting of the District Council. The District Executive Committee will decide if the Annual Meeting will be conducted hybrid (in-person and online) or online only. District Council meetings cannot be held entirely in-person

Proxies for District Council meetings are not permitted. The Club President and Vice President Education may cast their vote as club representatives. Either club officer may carry the club's two (2) votes, or each of the club officers may carry one (1) vote, as determined by the club membership. District Council members may cast a maximum of two (2) votes. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional vote as a Club President and/or Vice President Education for their club.ⁱⁱ

5.5 Administration

District processes for voting, nominations and financial claims should be automated, online, and paper-less and, where possible, on a mobile-friendly platform.¹

6 INTERNATIONAL CONVENTION

6.1 Convention costs:

Costs related to convention, regional conferences and top three training sessions:

- Travel expenses and other allowances, as described below, are furnished by Toastmasters International to district officers who attend the training described in this policy and such other sessions as the Board of Directors may designate at the Annual Convention, and to contestants who participate in regional and International Speech Contests. Failure to attend any part of any session, seminar or special meeting at which particular officers are scheduled to be present, can be reason for non-payment of a part or all of an expense payment.
- Toastmasters International shall pay the travel expenses of each contestant who participates in the International Speech Contest at a regional conference or at the International Convention.

6.1.1 Accommodation

The district pays the accommodation costs of the top three officers during the whole period, on the basis of shared accommodation wherever practicable, subject to the reservation set out the end of 6.1.2 below.

6.1.2 Convention/Function Costs

Beginning with the International Convention to be held this August 2025, District 74 shall subsidize International Convention expenses for the District Director, Program Quality director, and Club Growth Director. Only if, number one, the district achieved distinguished status or higher in the immediately preceding program year. Number two, such expenses are not covered or reimbursed. By Toastmasters International. No such subsidy shall be granted in years when the district does not achieve at least

distinguished statusⁱⁱⁱ.

The district pays the costs of the top three officers at the International Convention of:

- Registration fees
- Golden Gavel lunch
- Distinguished District luncheon
- President's dinner / celebration
- International Speech Contest Final and Semi-finals
- Region Gatherings
- Any other officially organised functions.

Any benefit granted in terms of this clause or the two preceding is reduced by any amount which Toastmasters International may pay direct to, remit payment for or make claimable (even if not actually claimed) by any recipient in respect of the relevant expense, it being understood that it is the responsibility of any beneficiary to ascertain such claims and act upon them. It is incumbent on the District Finance Manager to ascertain from the current policy document what benefits are payable by Toastmasters International, in order to avoid inadvertent overpayment of claims under this heading, prior to effecting any disbursement.

6.2 Obligation to Participate

Anyone who enjoys financial support from the District in respect of any aspect of the International Convention thereby incurs an obligation to participate in such of the activities of that convention as the District Director may request on the grounds that he/she deems them to be beneficial to the District, with particular reference to participation in educational activities and in any canvassing or relationship work in which the District may be involved on its own behalf, and to act so as to represent the District in a positive fashion, save and except that the contestant shall be relieved of any such obligation for as long as he remains in contention.

6.3 Distinguished District Status

Should District 74 achieve Smedley Distinguished District TI indicates payment of the District Director and partner for accommodation and registration but airfare for the District Director only, thus District 74 will cover that cost of the partner, at the cheapest available rate

Should District 74 achieve President's Distinguished status, the district will fund the costs of the District Director who served in the year for which the status is given to attend the International Convention in the amount of the accommodation bill for the duration of the Convention, less any amount paid by Toastmasters International direct to that Director in respect of accommodation. It is noted that Toastmasters International pays for the travelling costs of all such District Directors to attend the International Convention; District will pay for all registrations for functions not already paid for by Toastmasters International for the said District Director, including the functions listed above in 6.1.2;

Where the status of Select Distinguished District is conferred upon the district in any one year, or the district achieves Distinguished District and earns the Excellence in Leadership award, the District Director who led the District 74 to this status has their travelling expenses paid for by District. It is noted that the District Director will only have the airfare paid for from District 74 to the International Convention at the cheapest available rate and that they will be responsible for all other costs associated with such International Convention, but District will pay for the attendance at the functions listed above in 6.1.2;

Where the District achieves the status of Distinguished District, the District Director who led the district to that status will be responsible for their own travel and accommodation arrangements but the district will pay for their attendance at the functions listed above in 6.1.2.

District will pay for all registrations for functions not already paid for by Toastmasters International for the said District Directors.

Diagram is from page 16 TI [District Recognition Program](#)

Awards

The awards for Districts that earn recognition are as follows:

	Distinguished District	Select Distinguished District	President's Distinguished District	Smedley Distinguished District
District Director and spouse will receive complimentary International Convention registration and complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.				x
Single-room accommodation for two additional nights (total of four nights) at the International Convention for the District Director.				x
VIP seating at International Convention events (if applicable) for the District Director and spouse.				x
Round-trip airfare (coach) to the International Convention for the District Director.			x	x
Single-room accommodation for two nights at the International Convention for the District Director.		x	x	x
One discounted registration to the International Convention for the District Director and complimentary ticket to the World Championship of Public Speaking, if ticketed separately.	x	x	x	
Complimentary admission to the Golden Gavel presentation for the District Director.	x	x	x	x
Awards for the District Director, Program Quality Director, and Club Growth Director presented at the Hall of Fame.	x	x	x	x
Patch for the District banner.	x	x	x	x
Certificates to recognize those who contributed to the District's success.	x	x	x	x

iv *Awards are nontransferable.

7 District Finances

7.1 District Finance Manager

7.1.1 Job Description

The District Finance Manager establishes and maintains effective fiscal management of the district. The Finance Manager promotes the growth of Toastmasters International by providing sound financial guidance to the district.

7.1.2 Skills Requirement

The District Finance Manager should have knowledge of accounting and be acquainted with the handling of financial matters.

It is recommended (but not a prerequisite) that the applicant should:

- have a knowledge of the interpretation of legislation affecting countries in Southern Africa as well as other International Law relating to Accounting Practice.
- Have ability to grasp the requirements of Toastmasters International and procedures required under the NPO Act relating to Toastmaster Clubs in South Africa.
- Be familiar with Club accounting according to all directives stipulated by TI;
- Have an ability to train and guide Club Treasurers in accordance with TI guidelines.

The District Finance Manager should not have any personal or professional relationship with the District Director.

7.2 Emergency Fund

District 74 shall maintain an Emergency Fund of up to R150 000,00 to ensure that District in future would have a reserve fund when situations arise due to access to and transfer of funds from USA. On receipt of the delayed funding the borrowed funding would be repaid to the Emergency Fund to maintain the value of R150 000.

7.3 Budget

On or before June 15th the District Director Elect should appoint a Budget Committee consisting of at least three members. In the event of his failure to do so, the District Executive will function as the Budget

Committee. The duties of this committee are laid down in Bylaw Article XI (a), Article XII and in the Policies document under "District Fiscal Management".

The Budget for each Toastmasters year shall be submitted for approval at the first Executive meeting of the year and ratified at the first District Council, and shall indicate compliance to the requirements of TI or specify reasons for the variance. If a budget is prepared where expenditure exceeds income this must be fully justified in notes to Council. The budget must comply with the reserve requirements of TI. If the budget is not approved it must be re-submitted within 21 days to Council for approval, or, if the change is minor, it may be approved at the Council meeting. If the budget is not approved at the Council meeting, the approval of Council must be via post or electronic vote.

7.4 Audit Committee

Each year the District Director shall appoint an audit committee consisting of at least three individual members who are not members of the district executive committee. The reports of this committee shall contain information in the format required by Toastmasters International. The committee shall submit an interim mid-year audit report no later than February 15. The committee shall then complete a year-end audit report for the fiscal year ending June 30. The outgoing and incoming District Directors are jointly responsible for submitting this report to the member clubs and to World Headquarters by August 31.

7.5 District Meetings

The cost of holding Cabinet, Directorate and Executive meetings will be borne by District from its available funds.

The cost of meetings which coincide with the annual and mid-year conferences and if no mid-year conference, the District Council Meeting held no later than 30 September, will be borne by those conferences.^v

7.6 District Travel Costs

The district may pay all or part of travelling costs of District officers attending the Cabinet, Directorate and Executive meetings.

The district may pay all or part of travelling costs of Toastmasters Leadership Institute (TLI) trainers incurred in providing training as requested by the TLI Coordinator and sanctioned by the Program Quality Director and/or the District Director.

Travelling costs incurred by Division Directors in visiting countries outside South Africa (of which there will be one visit in a Toastmasters year) may also be paid by District.

District may pay all or part of travelling costs of Division contestants to the district contest.

The travelling costs for TLI trainers, contestants and District Officers, as approved by the District Director and District Finance Manager, shall be subject to the availability of budgeted funds and limited to:

- i. The lower of the actual airfare incurred and the maximum approved by the District Finance Manager;

The mileage incurred at a rate set by the District Finance Manager, in consultation with the District Director, that is within the current United States Internal Revenue Service (IRS) standard business rate and within the District's budget, with the additional limitation that the total mileage cost should be limited by a reasonable alternative, such as the airfare travel to the same destination;^{vii} Accommodation costs (only for appointed TLI trainers and Directorate members attending Division conferences or travel approved by the District Director) up to a cap set by the District Finance Manager, and only once all other accommodation options have been exhausted;

- ii. Shuttle costs incurred from airports and the destination;
- iii. Parking charges at airports or destination.

7.7 Other District Costs

All expenditure incurred by the District Director, in the execution of their duties, must be approved by the Program Quality Director and/or Club Growth Director.

7.8 District Bank Accounts

No District official may request or receive subscriptions from clubs or club members. However, District officials may charge for admission for an official Toastmasters event.

No District official may open or operate a bank account for District purposes (including for Division or Area operations) without the permission of the District Director. The District Director may impose reasonable conditions for the operation of such an account.

The district bank accounts shall incorporate a two-stage release of funds as part of the financial controls for District funds.

vii

8 Chairmen and Coordinators of the District

8.1 Roles of Chairmen and Coordinators

Chairmen and coordinators are appointed by the District Director to attend to specific functions of the district's operation for a maximum of 3 years. They are not members of the District Executive unless by virtue of holding some other office but they are entitled to attend and speak at both Executive and Council meetings subject to the conditions stipulated under point 5.3.

Committees are dealt with in Article XI of the District bylaws. The provisions thereof are not repeated here, but their functions are recorded in the following section to prevent oversight. This part of the Code amplifies the Bylaws in some respects and deals with functions not specifically laid down therein. It is not exclusive. The District Director and District Council retain the power set out in Bylaw Article XI. Where a continuing need for a coordinator or a committee is foreseen, however, it is anticipated that this would be provided for in due course by incorporation into the Code.

Without vitiating the District Director's power of appointment, this Code stresses the merit of adherence to two principles:

- Opportunities for leadership should be as widely spread as possible throughout the district both for the direct benefits of the members who may develop themselves through those opportunities and for the advantage of the district which may thereby gain access to a wider pool of talent.
- Chairmen and coordinators should be given the maximum opportunity to share in the selection of the teams with which they have to work; their recommendations should be sought and where practical, acted upon.

Apart from any records they may keep for their own account, chairmen and coordinators are required to maintain adequate records on behalf of the district, as its formal property, and to transmit them to their

successors or to the Cabinet officers to whom they answer, as appropriate.

At the discretion of the District Director, some of the functions may be discharged by the same incumbents on a continuous basis. In any event, an incumbent continues in office for a maximum of 3 years until replaced by a successor or formally removed, in order to facilitate continuity of service.

In these staff, as distinct from line positions, selecting chairmen and coordinators who do not hold any line function in either club or district helps to ensure more effective use of available talent and therefore may be thought preferable;

8.2 Functions to be Exercised by Chairmen and Coordinators

The list of possible chairmen and co-ordinators is provided in Appendix 1.

9 DISTRICT CONFERENCES

9.1 Purpose

Article IX (b) of the Bylaws requires the District Council to conduct all business of the district, including District Council Meetings, by the use of District funds, and expressly prohibits it from assessing or imposing financial obligations upon clubs or individual Toastmasters. Since Council bears the whole financial burden, it necessarily follows that (as stated in that Article) it carries full responsibility and is entitled to exercise full control directly, as it usually does by delegation to the Cabinet (which is assumed to be the course of action in the absence of any resolution to the contrary) or, through the action of that body, to other functionaries. In any event, the usual rules of accountability are retained at every stage of the process and Council retains ultimate responsibility and authority.

9.2 Roster

Annual main and other Conferences are to be awarded to Divisions on a roster basis by the District Executive; Should any Division decline the hosting of a conference allocated to it, then the Committee would seek an alternate, failing which the Cabinet would act in the matter, consulting Council only if there were time for that exercise (the extensive lead time needed for conference preparation must be borne in mind).

9.3 Naming

While the naming of a conference is normally considered a privilege of the hosts, Council retains the right to apply a name in order to cater for a special occasion – such as an anniversary, for example.

9.4 Financial Responsibility and Authority

Any loss experienced will be borne by District. Any surpluses will accrue to the funds of the district. The District Council, or the Executive acting with its authority, may permit the host body to undertake financial transactions, open and operate banking accounts on its behalf under such conditions and subject to such reporting as it shall stipulate. It shall, however, require the organisers of any conference to submit a budget for its approval. In the absence of any specific ruling to the contrary by Council, the District Executive shall be assumed to have full powers to act on its behalf in all matters relating to District Conferences and Meetings.

9.5 Cost of Conference to Toastmasters

All costs to be incurred by Toastmasters attending conferences shall be approved by the Cabinet. No notice setting out the scale of such costs shall be issued until such approval has been obtained in writing. The Cabinet shall not, in the absence of a budget, grant any such approval.

9.6 Distribution of Functions

9.6.1 The Host Body

In the absence of specific arrangements to the contrary, the host body will be responsible for all hospitality matters, such as selection of venues, layout of rooms, provision of loud-speaking and recording facilities, reception, booking of accommodation, chairing of sessions, photography, entertainment and so on. It shall also handle the reproduction of papers and printing of programmes.

9.6.2 Program Quality Director

Control of Educational programmes, selection of guest speakers and matters incidental thereto is vested in the Program Quality Director, who may delegate responsibility to the host body while retaining accountability as well as their right of final approval.

9.7 Concessions Granted to Officers, and Special Arrangements

District shall meet all expenses incurred by the District Director and their selected guest in attending the Conference (for example, registration, meals, accommodation costs, function fees including any banquet and travel at the most economic rate available). District shall pay for the registration fee only for the Program Quality Director and the District Stock Custodian. It shall not underwrite any expenses on behalf of officers other than these.

District shall in good time provide at its own cost a PDG (or PDD) medallion and lapel pin, and engrave a wall plaque, for presentation to the retiring District Director and an appropriate present for their spouse. It is the responsibility of the District Director to obtain the plaque from the shop at International Convention, charging District with the cost.

10. CONTESTS

10.1 Nature of Contests

The nature of contests held at conferences, and the rules appertaining thereto, shall be decided by the District Council (on the basis of recommendations submitted by the District Executive). The International Speech Contest, Evaluation Contest and Table Topics Contest shall be held at the annual conference. These contests shall be run in accord with the requirements of Toastmasters International, and nothing herein shall conflict with the contest rules published by Toastmasters International or with official policy.

District shall host semi-finals for the official District speech contests.^{viii}, when there are 10 (ten) or more divisions. These semi-finals shall then be complete a minimum of 2 weeks prior to the District Finals scheduled at the Annual Conference. With 9 or less Divisions there will be no semi-finals, only the finals at the conference^{ix}.

10.2 International Speech Contest

The winner of that contest shall be the district's selection for entry in any Regional contest held in the next District year with the object of sending a speaker to compete in the International Speech Contest of the year. In the event that the winner is not available to attend any such contest, the runner-up or else the highest placed speaker available shall be the District's Contestant.

10.3 Announcement of Results

The results of all District contests shall be announced before the end of the meeting in which they are held.

10.4 Area and Division Contests

District applies the option in Contest Rule 3.B to allow two contestants to proceed from club to Area contests (in an Area with four or fewer clubs) and from Area to Division contests (in a division with four or fewer Areas).

11. Standing rules for business meetings of the District Council

11.1. Higher Authority

Articles IX and X of the District Bylaws set out the composition of Council – IX (a), the quorum – X (c), the nature of the meetings that shall be held – X (a), proxies – X (d), voting requirements – X (e) and the scope of Council's authority – IX (b). All meetings shall be held in accord therewith.

11.2. Scheduling

When in person/hybrid, the District Executive Council (DEC) will ensure that arrangements for all District Council Meetings (DCM) are such that the venue and time allocated to the meeting allow constructive debate on the business before the meeting, and that the date selected is one on which the greatest number of people can attend, as well as being separated as far as possible from the Candidates' Forum which precedes it.^x

The District Council meeting shall be a morning session at the district conference with a minimum of four hours.^{xi}

11.3. Attendance

All Toastmasters who are members of clubs within the district have right of attendance at any meeting of the District Council. Other persons may attend at the invitation of the District Director. Members of Council, as defined in Bylaw IX (a), have the right to speak. So also do Past Council Chairmen, Past District Governors, Past District Directors, and District Chairmen and Coordinators, though it will be noted that in terms of 5.3 the chairman may at their discretion grant precedence to Council members. In addition, the chairman has discretion to authorise observers to speak. Only members of Council have the right to vote.

Any member of Council who considers that an item of business is confidential to Toastmasters has the right to call on the Chairman to require the withdrawal of invited guests. The Chairman shall immediately rule at his discretion on any such request.

11.4. Chairmanship

All Council meetings shall be chaired by the District Director if he is present. He retains the right, however, to cede the chair to another member of Council for part of the meeting if, for example, he wishes to participate in debate. If the District Director is absent, the meeting will be chaired by the Program Quality Director and, if both of them are absent, by the Club Growth Director. Should all three of them be absent, the meeting shall elect one of the members of Council as Chairman.

11.5. Notice of Meeting and Agenda

Article X (a) of the Bylaw stipulates the period of notice required for each kind of meeting. Every such notice shall include an Agenda for the meeting. Agendas for regular meetings may include the item "General"; those for special meetings may not. The Agenda of the meeting shall not be changed except upon the passing of a resolution to that effect with a two-thirds majority.

11.6. Reports

Reports for submission to meetings of the Council shall be prepared in typescript and submitted in advance to the District Administration Manager. The District Director may from time to time lay down requirements for advance submission in order to enable such reports to be made available prior to the meeting.

All sub-committee chairmen or coordinators will submit reports on their functions to the District Administration Manager.

All reports shall be made available for downloading from the district website five days before the Council meeting. Notification of the availability of these reports on the district website shall be sent to all Council members. Notwithstanding the above, two copies of all reports shall be made available by the District Administration Manager for Council members to review prior to the commencement of the Council meeting. Copies of the report of the District Director, District Finance Manager, including proposed budgets as required, and the Audit Committee chairman shall be distributed to all members present at such meetings.

The audited District accounts and Audit report for the previous year as well as the period July to December shall be submitted to Council at the following May council meeting for approval. If these reports are not approved, they shall be re-submitted within 21 days to Council for approval or if the change is minor, it may be approved at the Council meeting. The Audit report may only be altered by the Audit committee.

The audited District accounts and Audit report for the previous year shall be submitted to a meeting of the District Executive before 31 October for approval. If these reports are not approved, they shall be re-submitted within 21 days to Executive for approval or if the change is minor, it may be approved at the Executive meeting. The Audit report may only be altered by the Audit committee.

The District Director's report and the Finance Manager's report should be proposed for adoption and voted upon at District council meetings.

11.7. Resolutions

All substantive motions and complex resolutions for the District Council meeting must reach the District Administration Manager at least five weeks before the date of the meeting and be sent to all members of the District Council at least four weeks before the meeting. Motions will be allowed from the floor at the discretion of the District Director and only if they are urgent. (Examples of substantive motions would be the Alignment Committee's Proposal and the Nominations Committee's Report)

The District Executive will request Clubs to submit motions to be debated at the forthcoming District Council Meeting of District 74 at least two (2) weeks prior to the meeting.

Any business properly introduced in terms of the applicable rules for a District Council Meeting shall be considered at that meeting, notwithstanding the fact that that business was not submitted to the District Executive nor advised to Clubs before such District Council Meeting.

The Chairman may at his discretion require any resolution to be submitted to him in writing before he allows debate on it to commence. Should he have allowed debate to commence on a verbal resolution he may at any stage suspend it until the resolution has been submitted to him in writing.

The proposer of any resolution shall be allowed three minutes to motive it. Any additional time shall be allowed only at the discretion of the Chairman.

No member of Council shall speak more than once on a question, or for longer than two minutes, unless the Chairman in his sole and unfettered discretion suspends this Rule.

All persons speaking at meetings of Council shall identify themselves for the record before they speak.

11.8. Minutes

The District Secretary will ensure that copies of the minutes of all District Council Meetings are updated on the District 74 website not later than one (1) month after the meeting. The District Secretary will further ensure that the minutes of all meetings contain full details of all motions proposed and/or tabled and full particulars of the results of all voting/ballots.

11.9. Report back on motions

If Council charges any formation or individual with a function that requires a subsequent report to it, the cabinet officer responsible for the matter shall procure, or himself deliver, a report thereon to each subsequent meeting of Council until that body discharges the matter from its agenda.

11.10. Voting Procedure at Elections

When only one nomination, a single vote will be allowed. All votes cast are tallied;

Should the candidate with the highest number of votes have obtained 50% + 1 or more of the votes cast then that candidate will be declared the winner;

Should the candidate with the highest number of votes however NOT have obtained a majority of the votes cast, then the procedure shall be as follows:

The candidate with the least number of votes will be excluded from subsequent ballots; Successive ballots will be cast until one candidate obtains a clear majority of the votes.

Should there be a tie between the only two candidates, then the Chairman of the meeting must exercise his casting vote;

Should two or more of the candidates scoring the least number of votes achieve an equal number (e.g. 40, 30, 30) then a ballot will be held to determine which one of the two minority candidates is to be eliminated from the contest, whereafter the winner of this ballot and the greater scoring candidate will go through a further ballot until either one has obtained a clear majority or, in the event of a tie, the Chairman exercises his casting vote.

11.11. Nominations, Candidates' Forum and Elections

The names of District Leadership Committee members must be announced and revealed to the District Council before the committee starts its work.^{xii}

Nominations will be called for by the last day of February of each year. Closing date for nominations will be 31st March of the same year.

All nominations will be vetted by the Nominating Committee.

The District Officers that may be elected or appointed under District Administration Bylaws VII (c), specifically the public relations manager, finance manager, and administration manager, but excluding area directors, should be elected by District Council as with other elective officers. Only in the case of a vacancy caused either by resignation of the official, or no official having been elected by District Council, shall an appointment be made by the District Director as per Bylaws VII (c).

The names of eligible nominees who accept nominations will be forwarded to all council members, listed alphabetically for each post and as provided for in the Bylaws.

Each nominee who accepts nomination will be afforded the opportunity to have a single A4 sheet insert, containing the candidate's CV, manifesto or information offered, mailed to members of Council on their behalf together with the names of all candidates.

In terms of Policy Statement, I-14, the District Director is entitled to specify the procedures to be adopted. In any respect where no such directive is given, the following shall apply.

Prior to the election, and separated from it as far as practicable, a Candidates' Forum (to be chaired by the District Director) will be held during which time candidates will be afforded the opportunity to address delegates present with an election manifesto/campaign speech. Candidates will be introduced by the District Director.

All nominated, as well as other declared, candidates will be offered the opportunity to address delegates should they so wish, provided that they are nominees for a cabinet position or are being opposed for the post they are seeking; in not doing so they forfeit all rights to address delegates in an open forum, save and except as provided for below. The time allowed shall be two minutes for each candidate, subject to the right of the District Director to increase that time if he sees fit to do so for all candidates. The District Director may also, after giving all candidates notice of his intention, at his discretion allow written questions (approved by him to avoid duplication) to be put to candidates for contested posts on this occasion.

Whether or not candidates exercise their right to speak in the forum, they remain entitled to engage in any form of non-denigratory and non-disruptive campaigning (see "Code of Ethics and Conduct" in the Policy document) they desire in respect of the current elections, until the "Call to Order" for the Annual General Meeting is given, after which they will be restricted to the benefit of a seconding speaker in accord with the procedure set out below. Campaigning for the following year must wait until after the conference is over.

Immediately before the voting takes place for each contested position, and after nominations for it have closed, each candidate may (but is not obliged to) address the meeting on his own behalf. If he is not present at the meeting, he may arrange to benefit by the services of a seconding speaker chosen by himself. The speech shall be limited to two minutes.

11.12. Electronic vote in the absence of a quorum

In the event that, in the absence of a quorum at a Toastmasters District 74 business meeting, any decisions provisionally taken there at, require confirmation in order to be effective, this shall be sought by means of an electronic vote.

In the absence of controversial matters, District will ask for approval of all the decisions at the meeting as recorded in the minutes. However, each and every controversial item will be separated out for a vote on that matter alone. (EXPLANATORY NOTE; Elections are for this purpose treated differently and are not subject to the usual quorum rules. Refer to the District Administrative Bylaws)

Procedure

An e-mail containing the minutes, together with the full text of any separated resolutions with the proposer and seconder named in each instance shall be sent to the designated e-mail representative of each club. Provision shall be made therein for recording separately the votes of President and VPE on each issue to be decided, either for or against.

Council members asking to vote by post shall on application be allowed to do that.

The motion will not be approved until or unless there is a majority of 50% plus 1 for the motion of all Presidents and VPEs taken together. In cases of urgent need to obtain a decision, District may remind clubs that do not reply repeatedly in an endeavour to obtain it. In routine matters, or when this is seen as impracticable, the resolution/s will simply fall away.

The results of the electronic vote will be passed to district by email as soon as the result is known.

12. Annual Induction Ceremony

As soon as possible after the election of District Officers an induction ceremony (preferably in banquet format) shall be held. The host club shall be the club of the incoming District Director or, failing that, a club or area selected by the incoming District Director. The officiating club/area shall be informed that the Past District Governors/Directors' Advisory Committee is available to it for assistance but the final decision on any matter shall vest in the incoming District Director.

13. Amendments

This Code of Practice may be amended by a simple majority of votes cast at any duly constituted meeting of Council. In a case of urgent need only, the code may be provisionally amended, or part of it temporarily suspended, by a two-thirds majority vote of the Cabinet. In such circumstances, the Cabinet is required forthwith to advise all members of Council in writing of the action and of the reason why it was undertaken. If such an amendment is not to fall away at the time of the next Council meeting, it must be confirmed thereat.

In the event that any resolution of Council is in conflict with this code, or is of an indefinitely continuing nature and thus should be included herein, and the significance of this is overlooked at the meeting, the Cabinet shall frame an appropriate amending resolution to the code for consideration by the next Council meeting, but despite any such conflict shall in the meantime ensure that the provisions of the resolution so passed are respected.

The regular updating of the District Code of Practice must be added as a permanent item in the District Calendar as a reminder of the updates to be done by the District Administration Manager in conjunction with the District Parliamentarian within two months after every council meeting.

14. Reformation

District approved a Reformation Proposal that was submitted to the TI Board of Directors in May 2021. The Board of Directors approved the reformation proposal in August 2021 which came into effect on 1 July 2024.

APPENDIX 1 – POSSIBLE DISTRICT COORDINATORS

A number of District coordinators are required by District Bylaws and the Code of Practice. These are listed as required; the remaining coordinators are not required but recommended.

1 For District Director

1.1 District Archivist

Reports to: DD; Period: on-going; Required: Yes	
Job functions: Storage of Historical documents and ongoing archiving of: • District meeting minutes • Formation of district • Joe Garmeson, International Director documents • Obtaining permission to allow blacks to attend meetings in apartheid days • The Toastmaster magazine back to about 1966 • TI convention documents • D74 Conference documents • A reactive role, keeping anything of value that people pass on. • Due to the nature of the function, the District Archivist is appointed on a continuing basis. • The appointment is terminated by the resignation or decease of the incumbent of the post or by the action of the DD	
Qualifications required:	None
Special requirements:	Storage facilities
Financial requirements:	None

1.2 Audit Committee Chairman

Reports to: DD; Period: Annually; Appointed: by 1 December; Required: Yes
Job functions:

• Manages the Audit Committee appointed by the DD by 1 December each year. • The Committee submits the mid-year audit report to DD and TI no later than February 15, which is approved by Council at the May conference. • The Committee completes the year-end audit report for the fiscal year ending 30 June. The outgoing and incoming DDs are jointly responsible for submitting this report to the member Clubs and to TI by August 31, and must present it for approval of the District Council at the October conference. • The composition and activities of the Audit Committee are laid out in Article xi(d) of the District Administrative Bylaws	
Qualifications required:	• Good understanding of financial and audit processes • Good understanding of District financial processes
Special requirements:	• The Audit Committee must consist of at least 3 members who are not members of the District Executive. • Audit Reports to be submitted in the format required by TI.
Financial Requirements:	None

1.3 Awards Committee Chairman

Reports to: DD; Period: Annually; Appointed: by 31 January; Required: Yes	
Job functions: Chairs the Awards Committee appointed by the DD by 31 January each year. The committee shall consider all nominations received and decide on the most deserving recipients at the Awards Meeting held in March each year, not necessarily restricting itself to the names of those nominated. Attend and lead the Awards Meeting. In conjunction with Club Growth Director, carry out any calculations required to determine an award e.g. Top club	
Qualifications required:	A good knowledge of the D74 Awards system
Special requirements:	Awards Committee to consist of Directorate, and at least three people, of which at least 1 should not be a member of Executive.
Financial Requirements:	None

1.4 Budget Committee Chairman

Reports to: DD; Period: Annually; Appointed: by 15 June; Required: No	
Job functions: Assist the DD and Cabinet to draw up a budget covering expected expenses and income for the ensuing year. Complete the budget in the format required by TI so that DD can submit budget to TI by 30 September each year and then present it for approval to District Council at the next Council Meeting.	

District 74 Code of Practice (April 2025)

The duties of this committee are laid down in Bylaw Article XI (a) Article XII and in the Policies document under “District Fiscal Management”.	
Qualifications required:	Financial background, preferably accountant
Special requirements:	If DD-elect does not appoint a Budget Committee of at least three members by 15 June, the District Executive will act in this role.
Financial Requirements:	None

1.5 Credentials Officer

Reports to: DD; Period: 3 years; Contact: credentials@toastmasters74.org ; Required: Yes	
Job functions: • Provide all documents required for the AGM voting process and arrange printing if necessary: i. Secret ballot slips ii. Show of hands vote sheets. iii. Vote count slips. • Receive the register of council from District Director. • Train the registration officers/vote counters. • Supervise the credentials desk and verify proxies • Monitor registrations and notify DD of progress towards a quorum. • Present Credentials Report to council. • Supervise vote counters in show of hand and secret ballots. • Give voting result to the DD. • Present record of Executive members attending Executive and Council meetings to Administration Manager for use by Finance Manager to confirm payment of travel expenses.	
Qualifications required:	None
Special requirements:	• Attend both council and executive meetings • Attend any other meetings where DD may require assistance.
Financial Requirements:	Travel cost to attend council, executive and directorate meeting are paid for by District

1.6 Growth Strategy Coordinator

Reports to: DD; Period: 3 years; Required: No	
Job functions:	

- Assist the DD and Cabinet to develop medium to long range strategies to grow District 74, by identifying areas within and beyond the borders of South Africa where clubs could be built and analysing strategies for the growth of such clubs; - Identify strategies to build capability and capacity to sustain this potential growth; - Identify strategies to grow the numbers of communication and leadership awards registered	
Qualifications required:	Good understanding of District processes and of strategic growth
Special requirements:	None
Financial Requirements:	None

1.7 Leadership Mentoring Coordinator

Reports to: DD; Period: 3 years; Required: No	
Job functions: - Compile and maintain a list of qualified Leadership Mentors - Advertise leadership Mentoring availability to incoming District Officers - Facilitate placement of suitable Mentors with District Officers wishing such assistance; - Monitor leadership Mentoring programme and interventions - Compile procedures and training material for mentors.	
Qualifications required:	- Preferably have been a District Officer; - Good understanding of Toastmasters processes and understanding of mentoring process
Special requirements:	None
Financial Requirements:	None

1.8 Nominations Committee Chairman

Reports to: DD; Period: Annually; Appointed: by 31 January; Required: Yes	
Job functions: - Chair the nomination committee - Send out notices for nominations - Ensure Nominations committee understand their functions - Ensure up to date forms and other relevant information on website - Actively look for candidates where necessary	

- Ensure all protocol, policies and procedures met
- Present report to all members via On A Point
- Present report to council at AGM

The requirement for and methods of appointment of this committee are set out in Bylaw XI (e) and Policy Statement I-14, as well as in the Policies document under “District Nominating Committee Procedural Rules VI E 8”. The committee is required to exert itself to implement the principle of spreading opportunities for leadership throughout the district as far as is practicable. It is in particular expected to draw on Area Directors and on other members of the Executive for advice about talents available to the district. See also “Nominations” under the heading “Standing Rules” in the District Code of Practice.

Qualifications required:	Preferably a PDG/D
Special requirements:	Note particularly the prohibition against any member of the committee having served on it in the preceding year.
Financial Requirements:	None

1.9 Parliamentarian

Reports to: DD; **Period:** 3 years; **Contact:** parliamentarian@toastmasters74.org; **Required:** Yes

Job functions:

- Assist the DD at District 74 meetings, including the AGM, Council meetings, Executive meetings, Directorate meetings, Awards meeting.
- Guide the Credentials Officer and meeting logistics and briefing the Credentials Officer re: the AGM.
- Ensure the meeting venues are adequate and equipped.
- Update District Code of Practice with standing rules accepted by District Council.
- Answer questions on parliamentary procedure and carry out training when required to do so, at COT, DOT and clubs.
- As Protocol Officer:
 - a. Serve as an advisor to the District conference teams and clubs on matters of protocol, procedure, order of precedence, ceremonial and traditional matters, whether officially adopted by action of the District or of a customary nature.
 - b. oversee flag ceremonies at all District events where these are held

Qualifications required:	• Well versed in TI policies and procedures • Well versed in Roberts Rules of Order • Good Understanding of All Toastmaster Documents of Reference e.g. Club Constitutions, District By-Laws, Code of Practice etc. • Access to copies of all TI Policy Documents
Special requirements:	Attend all meetings where DD may require assistance, including Council, Executive, Directorate, Awards and any other meeting requested by the DD.

Financial Requirements:	Travel cost to attend council, executive and directorate meetings are paid for by District
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1.10 Statistician

Reports to: DD; Period: 3 years; Required: No	
Job functions: Monitor District reports on TI website: - Download and keep reports published on TI website at least every two weeks. These reports will include: - For DD, PQD and CGD: - Distinguished Club by Area, Division - District Performance - For PQD - Educational Achievements - For CGD: - Semi-Annual dues- weekly during September-10 October - Semi-Annual dues- weekly during March-10 April - Update and maintain statistics against previous years - Observe trends emerging over years to assist DD, PQD and CGD to proactively counteract negative trends and foster positive trends	
Qualifications required:	- A good grasp of figures and the ability to work with statistics is essential. - A good working knowledge of how to represent findings in an electronic diagrammatic form is also necessary. - A working knowledge of the Toastmasters programmes and systems is essential.
Special requirements:	None
Financial Requirements:	None

2 For Program Quality Director

2.1 Chief Judge

Reports to: PQD; Period: 3 years; Contact: chiefjudge@toastmasters74.org ; Required: Yes	
Job functions: 1 District Contests	

- Manage and officiate over District Contests
- Liaise with conference teams to ensure proper preparation for District Contests.
- Check judges appointed for District contests to ensure eligibility, representivity, sufficient numbers, and balance of potential loyalties.
- Verify eligibility of contestants in the District contests with TI. Such enquiries to TI by e-mail are generally answered within 48 hours.
- Ensure that the judging process at District contests is fair and is perceived to be fair by all concerned.
- Provide District Webmaster with the names of contest winners so that Hall of Fame may be maintained.

2 Judging Information

- Answer queries on contest rules and procedures by phone, fax, voice mail, SMS, or e-mail within 24 hours. It is vital that answers to all enquiries are based on fact rather than opinion.
- Refer queries to TI if not definitively answered elsewhere.
- Update information on judging so that the District website is current and that any changes to the contest or judging rules are communicated to all members of District.
- Ensure that all members of District are aware of the availability of relevant information on contests and judging via the District website.
- Maintain availability of up to date judging forms on the District website
- Minimise the propagation of misinformation and disinformation through awareness and the wide distribution of accurate and up to date information concerning the rules, requirements, and processes related to judging.
- Chair the Contest Rules Committee, which may be appointed by the DD to assist in managing the implementation of new rules introduced by TI.

3 Training

- Liaise with and give input to TLI to ensure that regular and meaningful workshops on judging are conducted throughout District and ensure that sufficient information and training is available to ensure a fair standard of judging at all contests.

4 Other Tasks:

- Liaise with the PQD on all matters and decisions relating to speech contests within District and maintain records of each position of each contest in case of need by PQD
- From contest results, calculate results for the Brian Clark Shield for the Division with the best overall contest results, presented by the DD at the May conference.
- Where the District Chief Judge is unable to officiate at District Contests, the ability to delegate and to train a substitute is required.

Qualifications required:	• A thorough knowledge and understanding of speech contest rules and procedures is a pre-requisite. • A high level of numeracy and knowledge of statistical methods are desirable. • Should have participated in contests and in their judging.
Special requirements:	• The District Chief Judge is bound by the Speech Contest Rulebook, as written and interpreted by TI, • Integrity and a sense of fairness is an absolute requirement. The rules and processes must be applied without fear or favour.

	- An above average standard of English usage is desirable. - A minimum of three years' membership and a minimum of ACB is recommended.
Financial Requirements:	- District pays travel cost to October and May conference; - District pays for a contest pack for each contest shortly after these are published by TI each year.

2.2 Conference Coordinator

Reports to: PQD; Period: 3 years; Required: Yes	
Job functions: - Provide wise counsel to the Conference Convenors - Provide an overseeing role for all conferences, but not to run the project (that is the role of the conference convener appointed by District) - Be available to provide advice, but more importantly in planning ahead for contingencies and risk in the conference process - Attend some conference committee meetings, if possible. - Guide the convener in team building/recruiting volunteers - Provide continuity and communication links to & from District in respect of conferences - Assist PQD in the selection of conference conveners for conferences - Arrange a briefing session for the new conference committee (where possible), to communicate District conference vision, policies, guidelines, previous learnings as well as international requirements e.g., financials - Arrange a debriefing session for the outgoing conference committee (where possible), to consolidate the most recent learnings. - Update the documentation and, when necessary, the audio-visual material available for Conference Conveners and their committees. Ensure Rewards & Recognition for the Conference Team - Motivate and inspire the team	
Qualifications required:	Should have been a previous Conference Convenor or have experience in event management
Special requirements:	Should ideally have access to publishing, as well as audio-visual facilities, to ensure that the conference knowledge base is updated.
Financial Requirements:	None

2.3 Educational Coordinator

Reports to: PQD; Period: Annually; Required: Yes	
Job functions: - Monitor the educational awards report on the TI website for registrations of CC's, AC's, CL's, AL's, levels achieved in their Paths and DTM's. - Draw information of members who have promised to achieve awards from the Area Director reports to draw up a list of possible educational awards for the year.	

Assist the PQD in contacting members who have promised achievements.	
Qualifications required:	Understand the requirements for all Educationals
Special requirements:	None
Financial Requirements:	None

2.4 MayCon Convener

Reports to: PQD; Period: Annually; Appointed: at commencement of work on each MayCon; Contact: maycon@toastmasters74.org ; Required: Yes	
Job functions: Overall management of the conference team and their respective portfolios. - Ensure that conference budget is approved by Cabinet. - In the absence of specific arrangements to the contrary, the host body will be responsible for all hospitality matters, such as selection of venues, layout of rooms, provision of audio-visual and recording facilities, reception, booking of accommodation, chairing of sessions, photography, entertainment, etc. It shall also handle the reproduction of papers and printing of programmes. - Control of Educational programmes, selection of guest speakers and matters incidental thereto is vested in the PQD, though these may be delegated to the host body while the PQD retains accountability and the right of final approval.	
Qualifications required:	- Organisation and planning skills - Team building skills
Special requirements:	None
Financial Requirements:	Any costs anticipated by the MayCon Convenor should be built into conference costs

2.5 PSASA Liaison Coordinator

Reports to: PQD; Period: 3 years; Required: No	
Job functions: - Foster and develop the relationship between Toastmasters and the PSASA to the mutual benefit of both organisations. - Where appropriate, promote Toastmasters as a way for candidate and other membership of PSASA to practise and grow their speaking skills - Where appropriate, promote PSASA to those Toastmasters wishing to develop a greater understanding of the business of speaking - Cross reference on both District and PSASA websites and in newsletters - Potential cross advertising of major functions on web site	
Qualifications required:	Though not a requirement, it is preferred that the incumbent be a member of both organisations and have an understanding of the workings of both

Special requirements:	None
Financial Requirements:	None

2.6 SAQA Coordinator

Reports to: PQD; Period: 3 years; Required: No	
SPECIAL NOTE: This role is no longer a required District role but a “watching brief” was requested by District Council (May 2008) to review regularly and reinstate should conditions warrant.	
Job functions:	
Ensures mapping of the Speechcraft manual to the SAQA standards	
Qualifications required:	None
Special requirements:	None
Financial Requirements:	None

2.7 Speaker's Bureau Coordinator

Reports to: PQD; Period: 3 years; Required: No	
Job functions: - Manage the implementation, promotion and operation of the Toastmasters District 74 Speakers Bureau. - Promote the Speakers Bureau to all members of District and manage the process of applications and appointment of speakers, verifying the quality of applicants against published criteria. - Effectively promote the Speakers Bureau externally to organisations, businesses and other groups in target market within District 74. - Check the Speakers Bureau website daily for any activity – i.e. Bookings, Applications, Evaluations, feedback and comments, and respond appropriately within 48 hours. - All applications must be scrutinised against the laid down criteria for admission as a Speaker on the Speakers Bureau, and all references and other documentation verified. - The coordinator is required to follow up with both the speaker and the persons booking them and obtain feedback/evaluations in all cases. These must be recorded on the web site so that a record is maintained. - Poor reports to be investigated and, at need, the Speaker to be removed from the panel	

The Bureau will reserve the right to include or remove any member and that decision of the Bureau is final. Such decisions will be made jointly by the Co-ordinator and the PQD.	
Qualifications required:	- The Co-ordinator to be at least an AC and preferably have served as a SUCCESSFUL District Executive member. - Someone who can manage, co-ordinate, liaise, has a good image, has experience in the speaking environment, and knows what a good public speaker is
Special requirements:	The Coordinator must be totally neutral and not show favouritism in placing speakers
Financial Requirements:	The SB may charge organisations wishing to book speakers a fee (R500 is proposed) and may charge a nominal fee to members wishing to apply as speakers, in order to cover costs of running and publicising the SB but the coordinator may not be compensated in any way inside or outside of Toastmasters for the work done or for placing a speaker

2.8 TLI Chairman

Reports to: PQD; Period: 3 years; Contact: tli@toastmasters74.org ; Required: No	
Job functions: - Chair the TLI Training Panel - Responsible for organizing - DOT - COT - Additional TI Module Training. - Education/Workshops - Chair the TLI Advisory Board - Develop training programmes, using material from TI, to fill identified needs, particularly for the training of District and Club officers in line with Distinguished District requirements; - For TLI Trainers, every aspect of training seminars; - conduct training sessions, especially "From Speaker to Trainer".	
Qualifications required:	- Knowledge of the organisation. - Organisational and planning skills
Special requirements:	None
Financial Requirements:	See Section 7.6 on allowed costs for TLI trainers

3 For Club Growth Director

3.1 Area Director Visit Information Coordinator

Reports to: CGD; Period: Annual; Required: No	
Job functions:	
• Assist Area Directors with submission of Area Visit Reports on the TI website. • Receive Area Director Visit Reports from Area Directors who are unable to submit reports online and submit to TI on their behalf, either by fax or online before the deadlines. • Receive a copy of each Area Visit Report submitted from the CGD, and use these to extract information of use to the various Cabinet members. • Pass on relevant information to educational coordinator and district statistician for use in their roles.	
Qualifications required:	None
Special requirements:	None
Financial Requirements:	None

3.2 Club Alignment Coordinator

Reports to: CGD; Period: Annually; Required: No	
Job functions:	
• Studies the grouping of clubs to ensure Areas and Divisions are logically arranged, in order to advise the CGD of any alignment changes to be approved at the AGM for implementation from 1st July of the following year. • Assists the CGD in assigning alignment of new Clubs to benefit from the support of Area, Division and District structures.	
Qualifications required:	• An understanding of District and Toastmasters in general; • A good knowledge of Southern African geography
Special requirements:	None
Financial Requirements:	None

3.3 Club Support Coordinator

Reports to: CGD; Period: Annually; Contact: clubsupport@toastmasters74.org ; Required: No	
Job functions: • Work together with CGD to identify clubs in need of a coach, and to confirm the club is willing to work with a coach. • Assist in the identification and appointment of Club Coaches by the CGD or DD for those clubs with 12 or fewer members. • Provide support and resources to Club Coaches and all those working to help struggling clubs. • Serve as a mentor to Area and Division Directors seeking help with struggling clubs. • Encourage Club Coaches and others involved in supporting struggling clubs to attend Club Coach training run by TLI.	
Qualifications required:	A working knowledge of the requirements and process of rescuing a club in difficulty, Toastmasters in general and the DCP.
Special requirements:	None
Financial Requirements:	None

3.4 Garmeson Trust Chairman

Reports to: CGD; Period: 3 years; Required: Yes	
Job functions: • pursue the requirements of the will of Joe Garmeson clause 4.6: "to enable District 74 to assist underprivileged groups to form clubs, paying for initiation fees and basic equipment costs in full and dues up to 50%"; carry this out in a sustainable manner enabling as many underprivileged people as possible to benefit from the provisions of the will. • Note: the Trust Operates independently from District and a more comprehensive list of the tasks and processes of this role is held by the Trustees.	
Qualifications required:	• An understanding of the terms of the Garmeson Trust and the will of the late Joe Garmeson. • An understanding of the club chartering process. • An understanding of the club educational process.
Special requirements:	None
Financial Requirements:	None

3.5 Leads Management Coordinator

Reports to: CGD; Period: Annually; Contact: ispeak@toastmasters74.org ; Required: No	
Job functions: • Answer the 0861-ISPEAK number and ISPEAK@toastmasters74.org email promptly and reliably.	

• Provide meeting and contact information on specific clubs matching the needs of the enquiries. • Return calls and emails where required. • Pass on info on enquiries to clubs to invite the potential members to join their clubs. • Follow up after a period with each of the enquiries. • Maintain the leads spreadsheet. Receives leads from websites, members and TI and follows a similar follow-up process. • Communicate 0861 developments and information in OAP and on website. • Interact with Public Relations Manager in respect of promotions, media and campaigns using 0861 as a contact point. • Report to CGD and Public Relations Manager on new leads and conversion rate achieved	
Qualifications required:	None
Special requirements:	Knowledge of Toastmasters; knowledge of Southern African geography; good telephone manner; ability to speak at least one African language is preferred
Financial Requirements:	None

3.6 Membership Participation Coordinator

Reports to: CGD; Period: Annually; Contact: participation@toastmasters74.org ; Required: No	
Job functions: • Serve as a resource to support Clubs wishing to increase attendance and member participation, and facilitate contact between speakers needing slots and Clubs needing speakers. • Achieve above by means of the following: ○ Manage and monitor meeting participation page on D74 website ○ Encourage Clubs to utilise meeting participation page through OAP and other communications to clubs ○ Assist Clubs to run membership needs/satisfaction surveys to enhance participation. • Suggest ways that participation page can be made more useful	
Qualifications required:	None
Special requirements:	• A good understanding of running effective need's surveys; • Ability to analyse information from participation page and derive trends and other useful information to assist CGD
Financial Requirements:	None

3.7 New Clubs Coordinator

Reports to: CGD; Period: Annually; Contact: newclubs@toastmasters74.org ; Required: Yes	
Job functions: • Provide a central reference point for information and materials, • Assist with the allocation of teams to support new club prospects, • Promote growth of new clubs and support those involved in new club building. • Work in conjunction with the CGD to follow up on any leads for potential new clubs within District, providing information and assistance to those enquiring. • Follow up on leads until lead can be handed over to New Club Sponsor to continue the work, or until such time as the enquiry is deemed “dead”. • Work with CGD to identify teams and/or Sponsors and Mentors for a potential new Club and ensure they are knowledgeable about their duties. • Monitor progress of these teams/individuals and report on progress to CGD. • Work with CGD and Public Relations Manager to implement strategies to increase new club leads. The requirement is laid down in By-law XI (d) and is included in the Marketing Committee.	
Qualifications required:	Working knowledge of the requirements and process of chartering a new club, and Toastmasters in general.
Special requirements:	None
Financial Requirements:	None

3.8 New Member Kit Coordinator (NO LONGER RELEVANT – NO NEW MEMBER KITS IN USE)

Reports to: CGD; Period: 3 years; Appointed: N/A; Name: vacant; Contact: newmemberkits@toastmasters74.org ; Required: No	
Job functions: • Receive weekly spreadsheet from TI with details of new members and new clubs • Post the kits to the new members. Average 20 per week • Collect undelivered kits, Confirm correct details with Club President and VPM, and repost to new member with note to request address be corrected at TI. • Communicate with Coordinators who hold stock in each of the D74 Areas outside of South Africa. Set up replacements where necessary. • Notify Consignment Stock Coordinators of new member kits to be released, and confirm remaining stock levels held by Consignment Stock Coordinators • Get stock to Consignment Stock Coordinators when possible e.g. Conferences, COT and DOT. • Update list on D74 website weekly, for all new member kits sent out in D74. • Notify CGD of new club kits released and determine the best way to deliver them.	

- On request from TI, determine New Member and New Club kit requirements for coming year in discussion with CGD and order from TI, normally 700 new member kits and 10 new club kits. Give TI the delivery address
- TI notify of a stock shipment and provide the relevant customs invoice.
- Shipping agent will advise on shipment received.
- Complete relevant documents required by Customs and Excise.
- Pay required amount customs duty and tax as advised by shipping agent (normally in excess of R6 000 depending on stock order).
- Put in claim to TI for reimbursement on a regular basis

Qualifications required:	• Organisational skills;
Special requirements /infrastructure:	• Time available to post kits on a weekly basis • Be willing to incur travelling costs to deliver new club kits
Financial Requirements:	• TI will reimburse costs, but Coordinator will be temporarily out of pocket due to postage and shipping charges

3.9 Semi-Annual Dues Coordinator

Reports to: CGD; Period: Annually; Required: No	
Job functions:	
• Monitor the payments of Semi-Annual Dues during September and October, and again in March and April to ensure Clubs submit dues to TI; • Assists CGD in resolving difficulties for those Clubs who encounter challenges in submitting payments • Follow up with Clubs to ensure maximum number of payments are submitted before the grace periods pass (i.e. end November and end May) each year	
Qualifications required:	Understanding of payments process
Special requirements:	None
Financial Requirements:	None

3.10 Speechcraft Coordinator

Reports to: CGD; Period: Annually; Required: No	
Job functions:	
• Assist Clubs and members wishing to run Speechcraft programmes • Facilitate the running of Speechcraft by serving as a reference point of knowledge and materials • Help Speechcraft Convenors understand the process of using Speechcraft as a tool for membership growth	
Qualifications required:	Familiarity with the Speechcraft programme and the process of how to recruit members from the Speechcraft

Special requirements:	None
Financial Requirements:	None

3.11 Youth Leadership Coordinator

Reports to: CGD; Period: Annually; Required: No	
Job functions:	
- Assist the CGD by serving as a support to members who wish to run Youth Leadership courses. - Assist members in the running of Youth Leaderships. - Promote the programme and ensure maintenance of its standards - Serve as a reference of knowledge and materials - This should not be a core District activity as it does not relate to the critical success factors of the District	
Qualifications required:	Understanding of the Youth Leadership programme
Special requirements:	None
Financial Requirements:	None

4 For Public Relations Manager

4.1 Corporate Relationship Coordinator

Reports to: PRM; Period: Annually; Required: No	
Job functions:	
- Compile and maintain a data base of names and contact details for contacts within corporates to whom District wishes to market their programmes - Establish and manage the relationship between District and companies so as to raise the profile of the Toastmasters organisation and the awareness of Toastmasters International and District 74 - Support corporate clubs and Area Directors with ideas for improving marketing in companies where there are corporate Clubs.	
Qualifications required:	- Knowledge of the corporate market; - Effective people and communication skills
Special requirements:	None
Financial Requirements:	None

4.2 External Communications Coordinator

Reports to: PRM; Period: Annually; Required: No	
Job functions: • Manage policies such as the D74 Advertising Policy. • Build awareness of District in target markets. • Plan campaigns to raise awareness in terms of marketing plan. • Create interest for Toastmasters in targeted media e.g. Radio, Press. • Manage the corporate marketing plan. • Build and manage long-term relationships with external PR parties e.g... Media, key sponsors, advertisers. • Create, vet and distribute external press releases for the District to the media	
Qualifications required:	• Good understanding of the media • Good writing skills in English and other languages is preferable.
Special requirements:	None
Financial Requirements:	None

4.3 On A Point Editor

Reports to: PRM; Period: Annually; Contact: oap@toastmasters74.org ; Required: No	
Job functions: • Compile and distribute weekly On A point electronic newsletter; • Manage email address oap@toastmasters74.org and respond where necessary.	
Qualifications required:	Reasonable editing and language skills; technical knowledge to enable compilation and distribution of OAP
Special requirements:	None
Financial Requirements:	District will cover necessary costs to distribute OAP via electronic mailing list

4.4 Special Projects Coordinator

Reports to: PRM; Period: Annually; Required: No	
Job functions: • Assist the PRM in compiling and implementing plans for various PR tasks during the year, with special reference to Annual Toastmasters Day • Communicate progress on special events to PRM and Club VPPR's	

Qualifications required:	Organisational skills
Special requirements:	None
Financial Requirements:	None

4.5 Web Developer (Technical)

Reports to: PRM; Period: 3 years; Required: No	
Job functions:	
- Manage all technical aspects of the D74 website: www.toastmasters74.org - Provide website training to webmaster.	
Qualifications required:	Should be proficient in classical .ASP web page development and Access databases
Special requirements:	None
Financial Requirements:	All costs related to the D74 website will be covered by District

4.6 Webmaster (Content Update)

Reports to: PRM; Period: Annually; Contact: webmaster@toastmasters74.org ; Required: No	
Job functions:	
- Manage the content of the D74 website in close cooperation with Cabinet i.e. post news items, upload documents and maintain site content. - Link website to multi-media sites like Flickr - Support the registrations officer of conferences with the events section of the site. - Consolidate all District Toastmasters websites where possible. Implement the website advertising policy with the PRM & External Communications Coordinator.	
Qualifications required:	Technical knowledge to update content on website
Special requirements:	None
Financial Requirements:	None

5 For Finance Manager

5.1 District Assets Coordinator

Reports to: Finance Manager; Period: Annually; Required: No	
Job functions: • Compile and maintain record of District assets, including trophies, audio visual equipment, flags and other similar assets • Update record as assets are added or removed • Liaise with Logistics Manager to ensure all assets accounted for at conferences and maintain record of location of assets at any time • Liaise with CGD prior to each conference to facilitate gathering of trophies for the Hall of Fame.	
Qualifications required:	Organisational skills
Special requirements:	None
Financial Requirements:	None

5.2 Finance Committee Chairman

Reports to: Finance Manager; Period: Annually; Required: Yes	
Job functions: • Manage the District Financial Committee whose task is to assist the Finance Manager in the drawing up of financial policies as and when necessary to enable the smooth operation of District finances • Investigate and propose such policies for the consideration of Cabinet and District Council as and when necessary • This role may be held by the Audit Committee Chairman	
Qualifications required:	Good knowledge of financial policy and District financial processes
Special requirements:	None
Financial Requirements:	None

5.3 Stock Custodian

Reports to: Finance Manager; Period: 3 years; Contact: stock@toastmasters74.org ; Required: Yes

District 74 Code of Practice (April 2025)

Job functions: • Watch TI Supply Catalogue for new items or price changes • Draw up stock order as and when necessary and submit to DD for onward submission to TI • Calculate shipping and VAT charges to ensure that selling price covers costs.	
• Process stock orders received—quoting prices, making sure that the payment is deposited and posting by the required method. • Run the Stock room at Conference when possible. • Keep a record of stock on hand, sales and income for financial reporting purposes.	
Qualifications required:	Understanding of stock control system; good knowledge of TI products
Special requirements:	Storage space for stock
Financial Requirements:	Costs for Stock Custodian to attend conferences should be built into conference costs; Stock Custodian generally will not pay for conference fees, but will cover own costs for meals and social events at conferences, if attending.

6 For Administration Manager

6.1 Club Officer and Contact Information Coordinator

Reports to: Admin Manager; Period: Annually; Required: No	
Job functions: • Assist Administration Manager in ensuring clubs submit club officer lists to TI by 30 June each year, and 15 January each year for Semi-Annual Clubs • Assist clubs with questions and problems in Club Officer List submissions • Assist the Administration Manager in facilitating updating and correction of member contact details through the TI website • Liaise with Administration Manager and others for input on incorrect member contact information • Develop systems to ensure and monitor correcting of information by members • This can be split into 2 roles if Administration Manager so chooses	
Qualifications required:	Understanding of processes to update member information with TI
Special requirements:	District contact list required
Financial Requirements:	None

7 For Immediate Past District Director

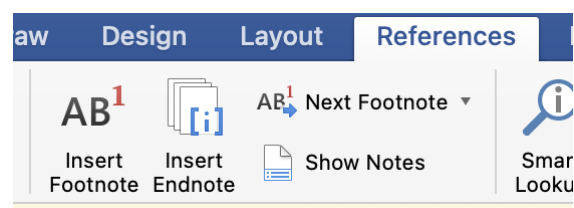
7.1 PDG Advisory Committee

Reports to: DD via IPDD; Period: Annually; Required: Yes	
Job functions:	
• Long range planning • Strategic planning • Issue advisory papers on request – normally in the form of tasks delegated by the incumbent DD. • Mentorship of District Officers –left to the discretion of each PDG. • Demonstrate support of the current District Team– the Committee does not fulfil a “Big Brother” role, it rather acts as an advisor and recommendations where needed	
Qualifications required:	Past District Governors/Directors still active at Club level
Special requirements:	None
Financial Requirements:	None

INSTRUCTIONS: HOW TO USE THESE FOOTNOTES IN WORD:

To move from here to the place in the document where the footnote info is

1. Select “Reference” on Word Document
2. Place your cursor at the back of the last word on the lines below of the particular content you want to jump to in the document
3. Click on “Show Notes” in the “References” TAB section as on the picture



To move from the content in the document back here

1. Find the small Roman numeral in the text (e.g. iv)
2. Hover with the cursor over it and you will see the below relevant info displayed
3. Double click that small Roman numeral to instantly jump here

To add additional footnotes, when future changes take place

1. Any future changes to this document must be done via the DCM, once approved go to THAT section and type or remove the info as approved
2. At the end of EACH change, select “Insert Footnote” from the “References” TAB
3. Word will automatically reshuffle the numbers in order to KEEP the Roman numerals in order they appear in the document
4. Once the number has been allocated Word jumps down here for you to add the reference
5. Continue adding references using the same format as below.

DCM – District Council Meeting

DECM – District Executive Council Meeting

- ⁱ 5.2 Meeting: Motion passed at DCM on April 2025
- ⁱⁱ 5.4 Voting: Motion passed at DCM on April 2025
- ⁱⁱⁱ 6.1.2 Convention/Function Costs: Motion passed at DCM on April 2025
- ^{iv} 6.3 Distinguished District Status: Motion passed at DCM on April 2025
- ^v 7.5 District Meetings: Motion passed at DCM on April 2025
- ^{vi} 7.6 District Travel Costs: Motion passed at DCM on May 2020
- ^{vii} 7.9 District Kits: (Removed) Motion passed at DCM on April 2025
- ^{viii} 10.1 Nature of Contests: Motion passed at DCM on September 2020
- ^{ix} 10.1 Nature of Contests: Motion passed at DCM on April 2025
- ^x 11.2 Scheduling: Motion passed at DCM on April 2025
- ^{xi} 11.2 Scheduling: Motion passed at DCM on 5 May 2018
- ^{xii} 11.11 Nominations: Motion passed at DCM on 5 May 2018