

TOASTMASTERS INTERNATIONAL DISTRICT 35 PROCEDURE MANUAL

REVISED

APRIL 2019

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Foreward

As I first became involved in District leadership approximately 15 years ago, I saw my first copy of the District procedures manual. At first, I thought it was simply another level of bureaucracy in setting more policies and procedures from the many that were already in place from Toastmasters International. However, I quickly realized that there were policies and procedures that the larger organization could not cover and it was best to have a document available for District 35 to consult if questions arose. Shortly after that time, the procedures manual disappeared not to be discussed for several years.

Knowing that the procedures manual had not been reviewed since 2015-2016, the 2018-2019 Trio consisting of myself, Program Quality Director Rozaline Janci and Club Growth Director Kris Pool met prior to the start of the year and discussed that this should be one of our goals for the 2018-2019 year. We brought this to the full District Executive Committee (DEC) and the DEC agreed to incorporate this as part of the 2018-2019 District Success Plan.

A team was put together to review this document headed by Past District Governor Craig Carpenter and assisted by Immediate Past District Director Keith Cumiskey, Past District Governor Mike Zelm and Finance Manager Jason Feucht. They were assisted by a small group of individuals familiar with the knowledge required of the various sections contained within this manual.

The revisions in this version definitely highlight the increasing importance of the use of technology in carrying out our Toastmasters duties. Not only is technology noted as an important part of many functions and awards but we also have a District Technology Team whose responsibilities are noted in this version.

Nothing in this document supersedes Toastmasters International's Governing Documents. The purpose of the District 35 Procedures Manual is to document some of our district's traditions and best practices. It does not define any policies, but should "fill in the gaps" on how we execute some of our policies. It is meant to be a living document that is reviewed annually, and revised when necessary.

Much appreciation is given to all of the District 35 Toastmasters that have worked on any edition of this manual. It is truly a testament to your service in guiding the District, preserving our history and traditions and moving our District forward.

Ed Thelen, DTM

District Director 2018-2019

March, 2019

Introduction

This manual will outline the Office and Committee organizations and District Procedures. It serves as a guide to District Leaders and Committees, but in no way overrides Toastmasters International Governing Documents (below).

This manual takes precedence over all previous versions, most recently May 2016.

Throughout this document there are references to certain external documents. The following documents are located on the [Toastmasters International website](#).

1. Governing Documents of Toastmasters International which includes:
 - a. [Articles of Incorporation and Bylaws of Toastmasters International](#)
 - b. [District Administrative Bylaws](#)
 - c. [Club Constitution for Clubs of Toastmasters International](#)
 - d. [Policy and Protocol](#)
2. Toastmasters International Annual Budget Template – Chart of Accounts. [Managing District Finances – A Guide For District Leaders](#)
3. [District Leadership Handbook](#)

I - District Parliamentarian

A) General

The District Parliamentarian acts as the procedural aid to the District Director, the District Executive Committee and the District Council when in session or meeting. He or she serves as guardian of the rights and privileges of members of Toastmasters as outlined in the [District Administrative Bylaws](#) and the [Toastmasters International Constitution and Bylaws](#).

B) Qualifications

The District Parliamentarian is appointed by the District Director and may be re-appointed for any number of terms. He or she shall have an intimate working knowledge of [Robert Rules of Order](#), and proper parliamentary procedure. He or she shall have full knowledge of the Club Constitution and Bylaws, District Administrative Bylaws, and Toastmasters International Constitution and Bylaws.

C) Scope of Duties and Responsibilities

1. Assist the District Director or other presiding officer, in conducting District Executive Committee and District Council meetings, or any other special meetings in accordance with:
 - a. [Robert's Rules of Order](#)
 - b. [Toastmasters International Bylaws](#)
 - c. [District Administrative Bylaws](#)
2. Interpret disputes on points of order, privilege and procedural matters.
3. Advise on proper phrasing of motions and amendments.
4. Advise assemblies on the proper handling of business matters.
5. Assist Clubs, Areas, and Divisions with their parliamentary problems, as requested or as directed by the District Director.
6. Present parliamentary procedure training for officer training programs when requested by the District Director, District Program Quality Director, or the District Club Growth Director.

D) Communications

Provide the necessary communications for the proper functioning of the office, as requested by the District Director.

E) Accountability

1. District Director
2. District Executive Committee - When in session
3. District Council - When in session

II - District Logistics Manager

A) General

The District Director may appoint a District Logistics Manager, subject to approval by the Executive Committee, and he or she is eligible to be re-appointed for any number of terms.

The District Logistics Manager acts as the official custodian of district properties. The District Logistics Manager may actively take part in meetings of the District Executive Committee and District Council but shall not have a vote in accordance with the [Bylaws of Toastmasters International](#) and [District Administrative Bylaws](#). This role was formerly referred to as District Sergeant at Arms or District Master Host.

B) Scope of Duties and Responsibilities

1. Custody and maintenance of district properties.
2. Inventory all district properties at the beginning of the term and submit a written report to the District Executive Committee.
3. Upon completion of the term, all properties shall be turned over to the succeeding District Logistics Manager.
4. Make physical arrangements for meetings as directed by the District Director.
5. Serve as the Sergeant at Arms at meetings of the District Council.
6. Serve as the District Protocol Chair if appointed by the District Director.
7. Perform any pertinent duties at the direction of the District Director.

C) Accountability

District Director

III - District Speech Contest Chair and Chief Judge

A) General

Toastmasters International has designated the District Program Quality Director as responsible for the Speech Contests at all levels of the District. The Program Quality Director will assist and guide division and area officers in establishing program formats and maintaining schedules as outlined in the District Calendar. A District Speech Contest Chair may be appointed by the Program Quality Director and shall be responsible for coordinating the speech contests at the district level. All speech contests in District 35 shall conform to rules published by Toastmasters International.

B) Qualifications

The Contest Chair and Chief Judge must be an active Toastmasters in good standing, each for a minimum of two (2) years, having participated or presided at an Area Speech Contest, a Division Speech Contest, and at least one District Conference/Convention. Chief Judges must have completed a minimum of six speech projects in *Competent Communication* or a minimum of two levels in the Toastmasters Pathways learning experience and all other qualifications as outlined in the contest rulebook.

C) Contest Chair Scope of Duties and Responsibilities

1. Plan, organize, manage, and evaluate the District speech contest program. (See [Speech Contest Rulebook](#))
2. Serve on the District Convention Committee and have charge of the speech contests at the District level.
3. Ensure that rules and provisions in the Toastmasters Speech Contest Rulebook are complied with at all times.
4. Notify speech contestants of time and place for pre-contest briefing, and conduct briefing.
5. Ensure that each speaker is eligible under the contest rules prior to the contest.
6. Arrange for all necessary supplies, materials and equipment for the District contests.
7. Appoint along with the Program Quality Director, a Toastmaster to perform the duties of "Contest Master" for each of the district contests.
8. Perform such other functions as assigned by the District Director and Program Quality Director.

D) Chief Judge Scope of Duties and Responsibilities

1. Review the Toastmasters International Speech Contest Rulebook (Item 1171) and follow it consistently.
2. Be the district authority on speech contest rules, available to answer questions as they arise.
3. Recruit voting judges, tie-breaking judge, ballot counters and timers for district contests.
4. Notify voting judges, tie-breaking judge, ballot counters, and timers of time and place for pre-contest briefing, and conduct briefing.
5. Assist the District Director in submitting names of contest winners and alternates to Toastmasters International immediately following the District International Speech Contest.
6. Follow Speech Contest Rulebook procedures before, during and after the contest.

E) Communications

Conduct such communications as necessary to fulfill the duties of the office, or as directed by the District Director and Program Quality Director.

F) Accountability

1. District Director
2. District Program Quality Director

IV - District Newsletter Editor

A) General

The District Newsletter Editor is the vital link in communicating information to all District members via the District 35 Toastmasters Newsletter. He or she may be appointed annually by the District Director.

B) Qualifications

A dedicated Toastmaster in good standing, with experience and knowledge in journalism is preferred. This Toastmaster must have the desire to be of service to every Toastmaster in the district by editing and publishing an informative newsletter.

C) Scope of Duties and Responsibilities

1. Establish a format for publication of the District Newsletter, preferably electronic.
2. Select and use appropriate software for the production of the newsletter.
3. Submit newsletter to the District Director for approval, then send a copy to the District Webmaster for posting on the District website. The editor shall also send a copy to the individual selected by the District Director who shall arrange for notification of the district membership that a new issue has been published.
4. Arrange for necessary material from the District Director, Program Quality Director, and Club Growth Director, to convey the policies of the district and Toastmasters International to the district membership.
5. Include news from the Standing Committees and Special Committees.
6. Encourage correspondence from the District divisions and areas for articles and club news items.
7. Outline and impress all correspondents with the importance of getting dates, times, places, and correct names in articles relating to all area, division and club activities.
8. Acquire the necessary assistants for the editing and composition of the newsletter.
9. Maintain a file of newsletters and a complete record of all operations and costs, if any, for the year.
10. Prepare and submit reports to the District Director and Executive Committee about the district news program.
11. Encourage and promote the submission of news and articles for the Newsletter from all District members.
12. Establish and promote Newsletter sponsorship.
13. Present a final written report to the District Executive Committee, and transfer all materials and information to the succeeding newsletter editor at the end of each Toastmaster year.
14. Establish and maintain deadlines as agreed with District Director for:
 - a. Article submission
 - b. Newsletter publication
 - c. Newsletter distribution

D) Communications

Conduct such communications as necessary to effectively perform the duties of the office.

E) Accountability

1. District Director
2. District Program Quality Director
3. District Club Growth Director

V – District Webmaster

A) General

The District Webmaster is a vital link in communicating information to the District membership via the website. He or she may be appointed annually by the District Director.

B) Qualifications

A dedicated Toastmaster in good standing, with experience and knowledge of website creation and content management.

C) Scope of Duties and Responsibilities

1. Maintain the district website.
2. Keep information on the website current and post information as it is received.
3. Post the district newsletter on the website.
4. Chair the website steering committee, consisting of the District Director, Program Quality Director, Club Growth Director and Public Relations Manager.
5. Provide a list of website administrators to the newly elected District Director during the month of June for review with updates to this list to be made during the first week of July.

A) Communications

1. Conduct such communications as necessary to effectively perform the duties of the office.
2. Material for the district website must be approved by the District Director, Program Quality Director or Club Growth Director.

B) Accountability

1. District Director
2. Program Quality Director
3. District Club Growth Director

VI - District Credentials Committee

A) General

The District Credentials Committee shall determine eligibility of voters and determine if there is a quorum at the District Council Meetings. They shall operate in accordance with [Article X: Council Meetings, Quorum, Proxies, and Voting of the District Administrative Bylaws](#).

B) Membership

1. District Parliamentarian
2. Others as appointed by the District Director

C) Qualifications

Any member in good standing, in a club of good standing within the District, may serve on the Committee. Members shall not be candidates for office. The District Director shall appoint the Committee Chair and in conjunction with him or her, appoint the other Committee members. Appointments should be made at least sixty (60) days prior to the District Council Meetings.

Candidates for district office have the option to appoint a Toastmaster representative to serve as an auditor of the Credentials Committee.

D) Scope of Duties and Responsibilities

1. Establish operating procedure for the Committee prior to the District Council Meetings.
2. Establish procedures for validation of credentials prior to the District Council Meetings.
3. Establish a list of eligible voters of the District Council by obtaining the names from the District Administration Manager of members authorized to cast ballots. Executive Committee members must be present to cast their ballot; they cannot assign representatives by proxy.
4. Announce and advise in writing the procedures for validation of credentials, to include the current semi-annual membership list, the voting rights of the members; and provide an official proxy form with instructions on its use at least thirty (30) days prior to District Council Meetings.
5. Provide official ballots to be used at the business meetings by members of the District Council in session.
6. Announce the official count of the District Council members present; the total number eligible in the district, and whether quorum requirements for the conduct of business have been satisfied, prior to the conduct of any business,.
7. Arrange for a credentials desk and all other such properties necessary to efficiently conduct the functions of the Credentials Committee, prior to and during the District Council Business Meetings.

E) Communications

Conduct such communications necessary to provide the District Council members the procedures and instructions for the validation of Credentials.

F) Accountability

1. District Director
2. District Council

VII – Past District Directors / Governors Advisory Committee

A) General

The Past District Directors/Governors Advisory Committee shall serve as a source of experience for the District Director and the officers of the District. It may be convened for specific advisory and/or planning purposes concerning a special situation or a non-recurring assignment.

B) Membership/Qualifications

1. Advisory Committee Chair appointed by the District Director.
2. All past District Directors/Governors in good standing shall be invited to serve on the committee.
3. District Document Manager shall maintain a list of all eligible members.

C) Scope of Duties and Responsibilities may include

1. Serve at the will of the District Director when requested.
2. Review and evaluate continuing District procedures and programs, recommend the need for changes, and establish proposal for change to the District Executive Committee.
3. Serve in an advisory capacity on the Standing Committees or as Chair of such committees, as requested **by** the District Director.
4. Advise specifically on a situation or non-recurring assignment as the District Director may direct or request.
5. Promptly alert the District Director of irregularities in district operations as they arise or are in contradiction with District Procedures or the [Governing Documents of Toastmasters International](#).
6. Informally advise all District officers and act as a source of experience to them, to orient and develop potential future district officers.
7. Undertake special public relations activity when requested by the District Director.
8. Present club charters when requested by the District Director.
9. Utilize such resources of the district, as necessary, to ensure the development of the most effective, advantageous, and progressive programs for the district.
10. Review and evaluate district, division, and area realignment proposals.
11. Advise, recommend and assist the current administration in formulating operating procedures during its term.
12. Perform such other functions as the District Director may designate.

D) Communications

1. District Director to provide clear written communication to the Advisory Committee and Advisory Committee Chair regarding the specific scope, duration and expected output of the committee.
2. Provide written or oral reports to the District Director as necessary.
3. Conduct communications necessary for the full and proper functioning of Committee.

E) Accountability

District Director

VIII - "T" Award and Committee

A) General

An honorary award given to an active Toastmaster who is a member in good standing of a club in District 35 who has distinguished himself or herself over a period of years, contributing significantly in time, work, thoughts and ideas to improving and advancing the cause of Toastmasters in District 35 for devotion, service, loyalty, and leadership. It is an award for what the recipient has done for Toastmasters in the past, not what could be done in the future. The award is not necessarily made every year.

B) Committee Membership

1. The "T" Award committee is made up of all the past recipients of the "T" Award in good standing.
2. The most recent recipient shall become Chair the year following their award.
3. Proxies sent to the chair by past recipients shall be considered as votes by members present, but shall not be counted in the quorum.
4. District Document Manager shall maintain a list of all eligible members.
5. The quorum shall consist of one third of the eligible members in good standing.

C) Award Qualifications

1. Current elected District Officers and the Immediate Past District Director are not eligible for the award.
2. The award is not made posthumously.
3. No recipient shall be eligible for this award more than once.
4. If the recipient is not able to attend, the award will still be presented.

D) Committee scope of duties and responsibilities

1. The purpose of this Committee is to select a recipient for the "T" Award.
2. Only committee members may make nominations. Any member nominating a Toastmaster for the "T" Award shall provide written documentation at the time of the nomination supporting their choice. This will be for the use of the presenter at the Spring Convention Hall of Fame ceremony.
3. Consider all nominations for this award and either select a recipient or determine that no award is to be presented for the current year.
4. The award vote must be unanimous.
5. The award recipient's name is kept secret until the moment it is announced at the Hall of Fame ceremony during the Spring Convention Banquet.
6. Procure an award which shall be a plaque measuring 12" long and 9" high, and shall have mounted thereon a 10-1/2" long gavel, a metal laurel wreath 2-1/4" by 3", gold wash finish, and a metal plate 6-1/2" x 2 1/2" inscribed thereon:

DISTRICT 35 TOASTMASTERS
HONOR
(Name of recipient)
FOR DEVOTION, SERVICE, LOYALTY AND LEADERSHIP
"T" AWARD
(Year) (Date awarded)

7. The cost of the plaque is borne by the district.
8. Request that the moderator of the Hall of Fame ceremony announce the "T" Award last.
9. The most recent recipient, together with the entire committee in attendance, shall present the "T" Award plaque, and extol the accomplishments of the recipient.
10. In the event the recent recipient is absent, then the Chair shall make the presentation.

E) Accountability

The T Award Committee for its procedure content, award criteria and decisions

IX - Alignment Committee

A) General

Once each year, districts must review and amend, if necessary, the alignment of the clubs, areas, and divisions within their boundaries. The result is subject to approval of the district council at its spring meeting. The committee prepares an alignment proposal which is submitted to the District Director and the District Executive Committee at least 30 days prior to the spring district council meeting.

B) Membership

1. Alignment Committee Chair as appointed by the District Director
2. Committee shall consist of former District Officers in good standing (minimum of two), appointed by the District Director

C) Qualifications

Any former district officer in good standing may serve on the committee. Members shall not be candidates for office or district officers. The District Director shall appoint the committee chair, and in conjunction with him or her, shall appoint the other committee members. Appointments should be made at least sixty (60) days prior to the spring district council meeting.

D) Scope of Duties and Responsibilities

1. Establish an operating procedure for the committee prior to the District Council Meeting.
2. Review current clubs and clubs that have been added or disbanded during the current or previous Toastmaster year.
3. Consult with District Director and Club Growth Director on the potential of club gain and loss.
4. Review the Toastmasters International criteria for number of clubs in an area, and number of areas in a division in [Policy and Protocol](#) 7.0 District Structure, 1. Club Assignments and “District Structure – District Alignment” section in the [District Leadership Handbook](#).
5. Review proposed realignment with Division and Area Directors prior to submitting proposal to the District Director.
6. Recommend the realignment of areas and divisions to the District Director at least 30 days prior to the Spring District Council.
7. The Alignment Committee Chair, or designee shall, present the realignment to the District Council at the District spring convention

E) Communications

Provide the District Director with specific rationale for the recommended realignment of the District.

F) Accountability

District Director

X - Local District Convention Committee

A) General

The Local Convention Committee, under the direction of the District Program Quality Director, is responsible for all local arrangements for the District Spring Convention. The District Program Quality Director appoints and establishes the Local Convention Committee. One member of this committee shall be designated and appointed as Local Host Convention Chair, or optionally two persons can be designated as Local Host Convention Co-Chairs.

B) Membership

1. Local Host Convention Chair(s)
2. Committee Chairs (Committee Members as needed)
 - a) Budget (works with the District Finance Manager)
 - b) Registration
 - c) Properties/Facilities
 - d) Public relations
 - e) Photographer
 - f) Programs
 - g) Friday night activities
 - h) Other committees as identified by Local Host Convention Chair

C) Qualifications

Toastmasters in good standing with the ability to handle the many tasks that arise within the scope of all convention duties. The Local Host Convention Chair(s) should have attended a number of past district conventions/conferences.

D) Committee Scope of Duties and Responsibilities

1. Local publicity and public relations
2. Make all physical arrangements for facilities, sessions, business meetings, banquets, luncheons, meals and programs
3. Preparation of promotional materials
4. Coordinate the placement of district properties, as assigned
5. Publication of programs and event schedules
6. Registration and meal ticket sales
7. Set up decorations, including placement of signs for directions
8. Provide assistants to Logistics Manager for business meetings
9. Assist District Credentials Chair with personnel as ballot collectors/counters
10. Provide additional services as required and requested by the District Director
11. Note: The District Director and either the Program Quality Director or Club Growth Director must also be signatories on all district accounts

E) Communications

Provide news, information and photos of the convention to the District Director for purposes of final report and evaluation to the District Executive Committee. Provide news and photos to the local media and district newsletter. Communicate closely with the District Director on the status of committee activities, meal counts and attendance. Set up any other appropriate items as requested by the District Director.

F) Resources

1. District 35 Convention Planning Guide
2. Recent past Convention Chairs
3. [District Leadership Handbook](#) (Planning a District Convention chapter).

- G) Accountability
District Director
District Program Quality Director

XI – Kurzer Prospecting Award

(A) General

Jerry Kurzer was a Past District Governor who continually sought to bring new members to Toastmasters. He seemed to *always* have an application with him. He would ask a waitress or anyone he met, “To which Toastmasters Club do you belong?” Of course, if they were not members they would say, “What is Toastmasters?” Jerry would give a short presentation on Toastmasters and would often get new members that way. In the spirit of that Toastmaster outreach, this award has been established to both honor Jerry Kurzer and recognize excellence in membership recruiting.

(B) Qualifications /Criteria

The award is given to a member who actively promotes Toastmasters by recruiting and sponsoring new members and/or starting new clubs over an extended period of time ... at least five years. It shall also include consideration for other outstanding recruiting efforts. The award cannot be given to the same person more than once. The award does not have to be made if the selection committee does not feel there is a worthy candidate. The award will be presented at the Saturday banquet before the Hall of Fame ceremony at the Spring Convention.

(C) Selection Committee

District Director, Program Quality Director and Club Growth Director are the selection committee.

XII - District 35 Awards

A) General

The top District Awards ([District Toastmaster of the Year](#), [Division Director of the Year](#) and [Area Director of the Year](#)) are listed with brief descriptions in the District Recognition section of the [District Leadership Handbook](#). The forms for these three awards are a single document on the Toastmasters International website. Other awards as deemed appropriate by the District Director and the District Executive Committee are also listed below. The Hall of Fame presentation is made at the Saturday banquet during the Spring Convention. The awards include three club awards and five individual awards. The three club awards are Top Club Website, Top Club Social Media, and the Directors' Award. The five individual awards are the Area Director of the Year, Division Director of the Year, the Toastmaster of the Year, the "T" Award (if presented) and the top three places in the District International Speech Contest.

B) Qualifications

The District Director, Program Quality Director, and Club Growth Director will determine the qualifications for each of the recognition awards that do not relate to a specific District Officer as indicated in the section below - Plaques for District Officers. The District Director may choose to not present some of the "Other Awards" listed below, or add other special awards.

D) Awards Presented by District 35

1. Spring Convention

- a. Award for District Officers
 - i. Director Clock
 - ii. Program Quality Director plaque
 - iii. Club Growth Director plaque
 - iv. Administration Manager plaque
 - v. Finance Manager plaque
 - vi. Public Relations Manager plaque
 - vii. Division Director plaques
 - viii. Area Director plaques
 - ix. Logistics Manager plaque
 - x. Convention Chair(s) plaque
- b. Top District Awards
 - i. Area Director of the Year plaque
 - ii. Division Director of the Year plaque
 - iii. Toastmaster of the Year plaque
 - iv. Three (3) Top Club Website gift cards
 - v. Three (3) Top Social Media gift cards
 - vi. Director's Award ribbon (see description of this award on page 19)
 - vii. Speech Contest - 1st and 2nd place trophies and 3rd place certificate (for each contest)
- c. Other awards (Ribbons, Certificates, Pins, etc.)
 - i. Kurzer Prospecting Award (see description of this award on page 15)
 - ii. Seven Officers Trained ribbons for clubs with 7 officers trained during winter
 - iii. Seven Officers Trained ribbons for clubs with 7 officers trained during summer
 - iv. Triple Crown pins
 - v. Club Ambassador pins
 - vi. DTM Awards
 - vii. Fab Four ribbons (not given to clubs earning Net Five or Elite Eight)
 - viii. Net Five ribbons
 - ix. Elite Eight ribbons

E) Scope of Duties and Responsibilities

1. Determine and changes to which awards will be presented at the convention.
2. Modify previous year's award application forms as needed (e.g. submission information, criteria).
3. Review criteria for awards not requiring an application form to determine if changes are needed.
4. Prepare order for Toastmasters International for appropriate awards, and identify awards (including customized text on plates) that will be purchased locally along with how that will be done.
5. When appropriate, distribute application forms.
6. When appropriate, order awards.
7. Determine judges/reviewers for appropriate awards (e.g. Top Club awards).
8. Select/identify top club and individual award winners.
9. Receive and verify awards were as requested.

F) Communications

1. Distribute application forms for those awards that require them. This can be done by email to the membership and District website.
2. Provide information on awards to the Hall Of Fame committee.

G) Accountability

District Director, with assistance from Program Quality Director, Club Growth Director and Immediate Past District Director.

XIII - Hall Of Fame

A permanent record of achievement has been established and shall be maintained by the District Document Manager to include the names of those honored along with their accomplishments. The District Document Manager is responsible to maintain the ongoing Hall of Fame, have it published on the District website.

The Hall of Fame record is divided into the following named sections:

A) Elected Officers

1. International Presidents from District 35
2. International Directors/Region Advisors from District 35
3. President's Distinguished District Governors/Directors
4. Select Distinguished District Governors/Directors
5. Distinguished District Governors/Directors
6. District Governors/Directors

B) District Achievements

1. Distinguished District Status

C) Club Achievements

1. Governors'/Directors' Award
2. District Top Website
3. District Top Social Media

D) Individual Achievements

1. International Speech Contest Finalists
2. District First Place Speakers International Speech contest (only)
3. International Recognition
4. President's Citations
5. President's Sponsor
6. President's Circle
7. International Committee Chair
8. District "T" Award
9. District Toastmaster of the Year
10. Area Governor/Director
11. Division Governor/Director
12. Kurzer Prospecting Award

XIV - Director's Award

A) General

The Committee shall be responsible for considering and selecting for the "Director's Award" any active Toastmasters club in District 35 which has, over a period of years, distinguished itself by demonstrating the concepts and ideals of Toastmasters International. No club shall be presented with the award more than once in any five-year period.

B) Membership

The District Director shall chair the Committee. The Program Quality Director, Club Growth Director, and Immediate Past District Director shall comprise the remainder of the committee.

C) Scope of Duties and Responsibilities

1. Establish rules of procedures for the Committee operations.
2. Formulate the basis upon which the Director's Award shall be made.
3. Review all possibilities in the district for the award.
4. Encourage nominations for the award from any currently active Toastmaster in District 35.
5. Consider all nominations for the award and either select a recipient club or determine that no award shall be presented for the current year.
6. Begin committee activity at least ninety days prior to the Spring Convention.
7. Strive for a decision to be established for the award no less than thirty days prior to the Spring Convention.
8. Notify the Chair of the Hall of Fame Committee of the recipient club.
9. Withhold the name of the recipient club until the Hall of Fame presentation.

D) Criteria to be Considered in Selection of Recipient (to include but not limited to)

1. New membership growth
2. Membership retention
3. Fostering district leaders (Area Director, Division Director, etc.) from within the club
4. Consistent involvement in Area, Division, and District functions
5. Consistent use of the DCP
6. Regular use of a club website
7. Periodic Success Leadership, Youth Leadership and Speechcraft programs
8. Media publicity
9. New club officers regularly trained
10. All club reports submitted on a timely basis (semi-annual reports, new officer lists, proxies, etc.)
11. Consistent record of educational award completions by members
12. Establishing and maintaining a presence on social media.

E) Description of the Award

1. The District shall purchase a red satin ribbon with gold lettering inscribed "District 35 Director's Award 20XX".
2. The Award shall be presented at the Annual Hall of Fame ceremony.

F) Accountability

District Director

XV - District Event Non-paying Protocol

A) General

Many questions arise relative to the procedures in setting up special events, especially protocol pertaining to non-paying attendees. This procedure addresses how non-paying protocol is handled. Some attendees are non-paying because of their ongoing or special contributions to the district or the event. The following is a guideline, which should be adhered to for district, division, area, and club events.

Note: Protocol is defined as either the code of ceremonial forms and courtesies or a formal set of rules and procedures.

B) Qualifications

At the discretion of the District Director, some of the attendees at district events should be non-paying attendees, depending on what level of the district is hosting the event. The District Director will identify non-paying attendees for the district-level events. The Division Director and Area Director will identify non-paying attendees for events at their levels. Club Presidents will identify non-paying attendees for a club event.

Guidelines for non-paying protocol;

1. The District Director and guest are always non-paying guests at all functions, or events.
2. The Division Director and guest at a division function are non-paying guests.
3. The Area Director and guest at an area function are non-paying guests.
4. District officers and guests, when assigned by the District Director to represent the district, are non-paying guests.
5. Officers and guests, when specifically invited to participate in an event or program, should be considered as to whether they are non-paying or paying guests. The invitation should so specify.
6. Event attendees can include non-paying attendees, providing the sponsor of the function or event has financially structured it to cover such costs.

The following are non-paying at the Spring Convention:

1. Region Advisor and guest (when designated by District Director), other International Officers designated by Toastmasters International
2. District Director and guest
3. Program Quality Director
4. Club Growth Director
5. Division Directors
6. Administration Manager
7. Finance Manager
8. Logistics Manager
9. Public Relations Manager
10. Conference/Convention Chair(s)
11. Spring Convention, Area Directors (for lunch only)
12. Other special guests as identified by the District Director (e.g. International Officers, Communication and Leadership Award recipient)

C) Scope of Duties and Responsibilities

1. Designated event host determines which attendees will be invited, and which of them will be non-paying. This should be considered in the development of an event budget.
2. Determine the invitation content, how they will be sent and when, and how non-paying attendees will be informed. Special invitations may be in a form different than a standard invitation for some guests.
3. Send out invitations at the appropriate time(s), and notify non-paying guests how to RSVP.
4. Some events may require follow up on the invitations, especially if a special guest has not RSVP'd.

D) Communications

1. Inform the attendees who are non-paying.
2. Inform event registration chair who are non-paying attendees.

E) Accountability

1. District officer in charge of the event
2. District Director

XVI - Banquet/Head Table Seating Arrangement

A) General

Head tables at district functions recognize dignitaries and guests. The [*District Leadership Handbook*](#), provides a layout for a single head table of minimal size. District 35 typically uses two larger head tables for district conventions. The Toastmaster of the event is to the immediate right of the lectern (facing the audience.) Then alternate seating on either side of the lectern begins with the highest district officer and guest, as long as room is available. Special guests such as an International Officer or Communication and Leadership Award recipient should be seated next to the Toastmaster of the event. Area Directors will have designated seating at lunch for the spring convention, typically near the head table. At the spring convention, the incoming District Officers should be seated at one end of the head table.

When a lower head table is available, then any remaining district and division officers and their guests can be seated.

B) Qualifications

Those eligible for head table seating will depend on the event. For district events, actual seating will depend on available head table size, and the direction of the District Director.

The following illustrations are the suggested District 35 head table seating arrangements for district, banquet or luncheon head tables, as well as division and area events.

District Head Table Seating

Top Level

G	E	C	A	Lectern	B	D	F	H
X X	X X	X X	X X		X X	X X	X X	X X

Lower Level

X X	X X	X X	X X	X X	X X	X X	X X
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<<< AUDIENCE >>>

Top Level

- A. District Director and Guest (when Toastmaster of the function, or else moves to next lower seating position)
- B. Program Quality Director and Guest
- C. Club Growth Director and Guest
- D. Administration Manager and Guest
- E. Immediate Past District Director and Guest
- F. Finance Manager and Guest
- G. Public Relations Manager and Guest
- H. Logistics Manager and Guest
- I. Convention Chair and Guest (if space is available)

Typically not all district officers on the upper level have guests attending. Guests, when present, are seated to the side of the dignitary away from the lectern.

Lower Level: Additional seating for Division Directors, and for D, F, G, H if not room on top level.

Note: for Special Guest (e.g. Region Advisor, Communication and Leadership Award recipient) seating, place at (C): original (C) moves to next lower seating position (D), and (D) moves to lower table, etc.

C) Scope of Duties and Responsibilities

1. Determine if the event will have a head table and how many people it will accommodate.
2. Based on the example above, identify who will be attending and monitor which of them had indicated they will attend, and if they have a guest.
3. Inform individuals that they will be at a head table.
4. Prepare and place name cards at the head table seating locations.

D) Communications

Inform those at the head table where they will be seated. This could be done by the District Logistics Manger at District level events, or an individual designated for any District level event.

E) Accountability

1. District officer in charge of the event
2. District Director

XVII - District Financial Procedure

A) General

Toastmasters International provides finance policies and guidelines in the Governing Documents [Policies and Protocol](#), especially in sections “Policy 8.3, District Leader Expenses” and “Policy 8.4, District Fiscal Management.” District Finance Manager training is also provided by Toastmasters International. The content duplicates some information only to provide context for district-specific procedures and practices.

B) Travel Reimbursement

The District Executive Committee, and all those approved prior to incurring the expense by the District Director, shall be reimbursed up to the rate defined during the budget process. Reimbursement will be for all travel connected with official business of their office, in alignment with Toastmasters International policy maximums, and if monies are available. The rate is set at the Federal Charitable Organization mileage rate or as otherwise determined by the District Director as part of the budget process.

C) Administrative Expenses

1. All personnel in district service for whose category a budget is set up shall be reimbursed for expenses incurred, including mileage and postage.
2. Individuals may absorb such expenses whenever possible.
3. Telephone calls are encouraged to expedite action when necessary.
4. Email or written communications are encouraged whenever possible.

D) District Events

1. All district, Division and Area functions, are to be self-supporting unless otherwise designated elsewhere in this District 35 Procedure Manual.
2. Attendees’ meal prices may be increased to offset actual event expenses. Registration fees shall be used only where no other income is available, by permission of the District Director.
3. Planning shall be realistic with the aim of creating neither a profit nor deficit. Forward any incidental profit accrued directly to the District Finance Manager. The District will provide financial assistance for scheduled district events, as long as previously accrued profits have been returned to the District account. The amount of assistance and circumstances is determined by the District Executive Committee as part of the budgeting process.
4. All district, division, and area events involving meals and/or room space are to be covered by a contract, to be signed by a District Officer.
5. Financial statements are to be submitted for each district division, and area event, to the District Finance Manager.
6. The District Director, the Program Quality Director, the Club Growth Director, and the District Finance Manager must be signatories on all district accounts.

E) International Convention Expenses

1. If the Toastmasters International allowance made available to the Immediate Past District Director is deemed inadequate, additional district funds may be made available to him/her for convention expenses as part of the budget process.
2. Toastmasters International provides travel allowance for the District Director, Program Quality Director, and Club Growth Director for round-trip airfare to the convention site. The district will provide additional funds for lodging and transportation expenses such as taxis, trains, or buses as well as meals during travel to and from the event as part of the budget process.
3. To merit the disbursement of District funds, the Program Quality Director and Club Growth Director must attend the District Officers Orientation meeting, the International Business Meeting and as many educational sessions as assigned or deemed necessary by the District Director. Attendance is subject to verification and approval by the District Director.

F) Mid-Year District Officer Training

1. Toastmasters International provides travel allowance for the District Director, Program Quality Director and Club Growth Director for round-trip airfare to the training site. The district will provide additional funds for lodging and transportation expenses such as taxis or buses, as well as meals during travel to and from the event as part of the budget process.
2. See Governing Documents; [Policies and Protocol, section Policy 8.3, District Leader Expenses](#) for other reimbursement by Toastmasters International or the District.

G) Financial Reserves

In addition to the minimum reserve requirements of Toastmasters International, each administration shall strive to operate within its budgetary limitations so that an additional amount equal to the District Reserve is held across other non-reserve district accounts. This is necessary as no income accrues to the district until after the District Clubs make membership dues payments to World Headquarters on October 1.

H) Financial Operations for the Year July 1 to June 30

1. Incidental Income from Area, Division, and District Events
2. All surplus funds that accrue from area, division and district events shall be sent to the District Finance Manager for deposit to the district bank account.
3. Expense Reimbursements / Payments
 - a. All District expense reimbursement requests and required supporting documentation should be input via the Toastmasters web-based expense system (Concur) whenever possible.
 - b. In cases where the Toastmasters system cannot be used or its use is impractical, District 35 expense forms provided by the District Finance Manager are the only forms to be used for submitting expenses for reimbursements / payments via check in accordance with the District 35 Financial Procedure.
 - c. All reimbursement requests and required supporting documentation are to be submitted promptly within the Toastmasters web-based expense system (Concur) for approval no later than end of the month within 60 days of the actual expense. All reimbursement requests submitted after this date could be cause for non-reimbursement by the district. Requests for reimbursement for the fourth (4th) quarter (April–June) shall be submitted by June 22nd or as soon as is practicable thereafter.

Schedule for Submitting Expense Reports

July	September 30
August	October 31
September	November 30
October	December 31
November	January 31 st
December	February 28/29 (leap year)
January	March 31
February	April 30
March	May 31
April	June 22
May	June 22
June	June 22 (or as soon as possible thereafter)

4. Record Keeping (Disbursements)

The District Finance Manager must record all disbursements into the Toastmasters web-based accounting software (Intaact). The following items must be recorded in the accounting system:

- a. Date of check
- b. Due date of payment (usually current accounting month)
- c. Check number
- d. Check Amount

- f. Account label and reporting code charged, per budget and audit report
- g. Event period (for Toastmasters Leadership Institute or convention expenses)
- h. District Reserve and District Checking Account uses
 - 1. District Reserve
 - a. Expense reimbursement via Toastmasters web-based expense system (Concur)
 - b. District purchases from the Toastmasters International store
 - c. Other charges from Toastmasters International
 - 2. District Checking account
 - a. All other expenses

Electronic or paper copies of receipts / invoices should be retained for the mid-year or year-end audit, and then sent to Toastmasters International for their documentation.

5) Record Keeping (Income)

The District Finance Manager must record all income into the Toastmasters web-based accounting software (Intaact). The following items must be recorded in the accounting system:

- a. Date of income
- b. Due date of income (usually current accounting month)
- c. Source of income
- d. Amount of income
- e. Account label and reporting code per budget and audit report
- f. Event period (for TLI and Convention items)
- g. Operating income accounts including contributions, contest & convention (meals and registration), miscellaneous income.
- h. Electronic copies of paper deposits should be retained for the mid-year or yearend audit, and then sent to Toastmasters International for their documentation.

6) District Budget

The District Director shall, no later than 30 days prior to the Toastmasters International deadline for filing of the district budget, present a proposed budget to the District Executive Committee. The District Executive Committee shall review and revise as they deem necessary and accept the budget. Copies of the accepted budget shall be submitted to the September virtual District Council meeting for the purpose of budgeting funds for the number of different accounts to coincide with the expenses as listed on Toastmasters International requisition for District funds report, and the District audit report; see the Toastmasters International Annual Budget Template - Chart of Accounts.

7) District Bank Account

A District bank account is to be established for the purpose of recording all income and disbursements in the operation of the district. This operating account is to be used for all income. All disbursements covering the expenses, per documented invoices and expense accounts, may be paid by check or debit card via the operating bank account.

This account affords better internal control and offers little chance of diverting funds to unauthorized uses.

8) Special Convention Account

All convention income and expenditures shall be made solely through the district bank account (see Section XVII (H) (7) above).

All income and disbursements relative to the functions of the conference or convention are to be documented and a final financial report is to be submitted by the District Finance Manager to the District Executive Committee within sixty (60) days of the close of the conference or convention.

Responsibility for the final accounting rests with the Local Convention Chair in conjunction with the District Finance Manager.

I) District Reserve Account

The district reserve account is held in escrow account at World Headquarters, is released upon request from the District Finance Manager, and approved by signature of the District Director.

The district must make an accounting to World Headquarters for the way the funds under district control are utilized. This accounting is made through two audits conducted by the Audit Committee. Funds will not be released to the District Finance Manager until World Headquarters has these audit reports. This first audit covers the period July through December of the current administrative year; and must reach World Headquarters by February 15. The second audit covers the period January through June of the current administrative year; and must reach World Headquarters by August 15. No funds will be authorized to be withdrawn by the district until each audit has reached World Headquarters and approved.

District Reserve Fund Accrual

1. The district reserve fund accrues when each club in the district sends in their semi-annual dues (October and April). A portion of these dues are put into the district reserve account by World Headquarters. Also, for every new member's dues submitted to World Headquarters, a portion is placed in the reserve account. This also applies for dues received from members of a newly chartered club.
2. Each month the District Director and District Finance Manager receive a report from World Headquarters showing the current balance, as well as the additional funds deposited in the reserve account. The District Finance Manager will include this information on the next Finance Manager Report. It is also recommended that a copy be made available to the District Audit Committee. This enables the committee to prepare information before the audit begins.

J) Credit / Debit Card

1. Credit Cards

- a. Credit Card Accounts cannot be opened on behalf of the District
- b. Toastmasters International offers a Corporate Credit Card which is the only 'District Liable' credit card permitted; this card is directly connected to the Toastmasters web-based expense system (Concur)
- c. Cards are available to 4 officers at the discretion of the District Director in accordance with Toastmasters International policy
 1. District Director - recommended
 2. Program Quality Director - recommended
 3. Club Growth Director - optional
 4. District Finance Manager - optional

2. Debit Cards

- a. Use of Debit / ATM cards on District Accounts is prohibited
- b. District checking account funds must be accessed via check

3. District Bereavement Policy

1. The District may spend up to \$25.00 in acknowledgment of the passing of the current District Director, a Past District Governor, or a Past District Director. The acknowledgment may be in the form of flowers or a memorial if so designated by the family of the deceased.
2. The District may send a card of sympathy on the passing of the spouse of the current District Director, a Past District Governor, or a Past District Director.
3. The District may send a card of sympathy on the passing of a former or current District Officer. This includes any member who has served as an Area, Division, or District officer.

L) Resources

Toastmasters International Governing Documents; Policies and Protocol

Policy 8.3, District Leader Expenses

Policy 8.4, District Fiscal Management

Toastmasters International Annual Budget Template – Chart of Accounts.

Managing District Finances – A Guide for District Leaders (TI Item# 1307)

M) Accountability

1) District Director

2) District Executive Committee

XVIII - Convention Rotation

A) General

District 35 rotates conventions through the divisions. In order to establish a balance throughout the district for convention sites, the sequence for each division has been established by the District Director. This schedule is maintained by the District Site Selection Committee Chair. When new divisions are created or divisions are disbanded due to realignment, the sequence has to be adjusted.

Changes can be made by the District Director in the rotation schedule in the best interests of the district. Site rotation should result in conventions not following each other in the same division, even in different years.

In the event that the scheduled division is unable to host a conference or convention according to the rotation schedule, the District Director will determine the location of the convention in another division.

B) Qualifications

The District Director works with other district officers and the Site Selection Chair to modify the district convention schedule. This is reviewed by the District Executive Committee. Final approval is by the District Director.

C) Scope of Duties and Responsibilities

1. The District Director requests a change in the rotation schedule to the Site Selection Committee Chair.
2. The Site Selection Committee Chair coordinates input and recommends a new rotation schedule.
3. The recommendation is reviewed by the District Director, Club Program Director, and Club Growth Director. Appropriate changes are made.
4. The recommended change is presented to the District Executive Committee and approved.

D) Communications

1. Conduct such communications necessary between the District Director and Site Selection Committee Chair for schedule changes.
2. If there are changes during the interim year in hosts or sites for conventions, the sitting District Director, with concurrence of the Executive Committee, shall act to rectify any problems.

E) Accountability

1. District Director
2. District Executive Committee

XIX - Charter Meeting Program

A) General

The Toastmasters International publication “[*How To Build A Toastmaster Club*](#)”, page 10 briefly describes a charter presentation meeting. This publication suggests the district officers’ involvement as having the top district officer deliver a brief speech explaining the purpose of Toastmasters, and then present the charter. District Directors have thought that with more time available, that involvement could be expanded, especially if there is a dinner along with the meeting.

B) Qualifications

Depending on their involvement, the Club Growth Director and the Division and Area Directors will work with the Toastmasters coordinating the startup of the new club to organize the charter meeting program. Specific details should be shared with the District Director.

C) Scope of Duties and Responsibilities

1. The club sponsors shall work with the leaders of the club being formed and district officers to establish a date, venue, and type of event. This includes how much time is available for the district portion of the program.
2. The District Director determines which district officers will attend, and provides that information to the event organizers.
3. At the event, if 15 minutes is available the highest-ranking District Officer present can introduce the other district officers; explain the Toastmaster program; present the charter to the Club President; and present Charter Member certificates. If more time is available, the other district officers present can speak for a couple minutes, possibly covering their scope of responsibility, in the order determined by the highest-ranking district officer.

D) Communications

The District Club Growth Director and the club sponsors shall coordinate charter presentation logistics with sufficient time to notify participants.

E) Accountability

1. District Director
2. Club Growth Director

XX – Division and Area Contest Financing

A) General

How to operate division and area speech contests is described in Toastmasters International documents such as the [*Speech Contest Rulebook*](#), but not how they are financed. District Directors determine any funding from the district for speech contests at the division and area level.

Major financial considerations include:

1. All division and area contests are to be self-supporting, and designed to break even. A portion of the contest budget may include a District subsidy as determined by the District Director. Under no conditions are clubs, at any level of contests, to be assessed to defray expenses.
2. Under no circumstances is there to be "built-in funding" at area or division level, for future use at these levels.
3. Under no circumstances may any contestant be charged a fee.
4. The District Tax Exempt number will be used at all contests for any expenses.

B) Qualifications

The Division Speech Contests are the responsibility of the Division Director. The Area Speech Contests are the responsibility of the Area Director. This responsibility includes fiscal management so that costs are covered by the attendees, plus any District subsidy.

C) Scope of Duties and Responsibilities

1. Determine award costs. Coordinate acquisition of the first and second place trophies with the District Program Quality Director. This includes whether the district is providing the trophies or reimbursement to the district is required. Participation and appreciation certificates should be printed from the Toastmasters International website.
2. Determine how much if any, the district will subsidize food and beverage, or other costs.
3. Determine if there are any other costs. Attendees should be informed as to any expenses they will need to pay such as meal and gratuity costs, or contest venue.
4. Financial statements are to be submitted to the District Finance Manager.

D) Communications

Conduct such communications as necessary to fulfill the financial responsibilities for the contest, especially with the District Director and Program Quality Director.

E) Accountability

1. District Director
2. District Program Quality Director
3. Area and Division Directors
4. District Finance Manager

XXI - Technology Committee

A) General

The committee exists to oversee and operate the District audio/visual (a/v) equipment, keep current on applicable technology and advise district leadership of long and short term technology needs.

B) Membership

1. Technology Committee Chair as appointed by the District Director
2. Committee shall consist of members in good standing (minimum of two), appointed by the District Director in conjunction with the Technology Committee Chair.

C) Qualifications

Any member in good standing may serve on the committee. Experience with a/v equipment of the type used for district speech contests, education sessions and ballroom events, its setup and application, is required. These events typically include an audience of 100-300 members from classroom to ballroom sized. The District Director shall appoint the committee chair, and in conjunction with him or her, shall appoint the other committee members.

D) Scope of Duties and Responsibilities

1. Establish and regularly review set-up and operations protocols for main events at District conferences and conventions. Latest version of the manual(s) shall reside in a read-only format on the District website. Editable manual(s) shall be maintained by the committee chair.
2. Recruit, build and sustain a team of trained sound technicians to provide direction, guidance, and back-up for District events.
3. Document procedures to assure sound quality, professionalism, and consistency in set-up and operations.
4. Maintain inventory and secure storage of District a/v assets.
5. Advise District Director on the maintenance condition of district a/v assets (at minimum, in semi-annual report)
6. Obtain professional advice and assistance where required and within approved district budget

E) Communications

1. Committee Chair, or designee, shall participate in District Convention planning
2. Prepare semi-annual report of District technology assets and needs. January 30 and July 31.

F) Accountability

District Director

XXII - District 35 Document Management Procedure

Purpose

The nature of the leadership structure in Toastmasters' districts is such that people change roles annually. The potential for losing institutional knowledge is great. For this reason, it is important that records be maintained so that each year's leaders can build upon the success, experience and data from prior years. A document management system has been created to retain this data. This procedure will describe the governance process defining

- a. What information should be retained?
- b. For what period?
- c. Who is responsible for maintaining each record?
- d. In what electronic file format?
- e. Who is responsible to oversee the retention procedure?

Document Management file structure

All documents described in this procedure shall be stored in the District file management system, currently hosted on the District website. Emails and other storage devices (USB devices, discs, paper folders, etc.) may be convenient for short term or one-time transmission but does not facilitate long term or consistent storage. The file management structure is shown in the [District Document Management File List and Structure](#). This file structure is maintained to easily locate files.

Document Retention

Documents shall be retained for a defined period

- A. Most recent + 5 years. These documents shall be retained for the current Toastmaster year, plus the previous five (5) Toastmasters years. In each subsequent Toastmaster year, the oldest year's record shall be deleted from the document management system.
- B. Until superseded. These documents shall be retained until a more recent or updated version is available. For example, the District's tax-free certificate
- C. Indefinite. These documents shall be retained indefinitely. Often, these are files which are added upon year-to-year. For example, the attendance records of district conferences.
- D. 3 years, 7 years, etc. This is self-explanatory. Each year, the oldest year's record shall be deleted from the document management system. These are generally mandated by either Toastmasters International or other legal entities.

Responsibility

The number of individual responsible for saving documents is purposely limited to a small number of individual (roles). This is because it is much easier to train a small number of people. District Finance Manager (generally, finance files), Program Quality Director (files relating to education, training, conference, etc.), Club Growth Director (files relating to club growth and

membership), District Administrative Manager (meeting minutes and miscellaneous files), and District Director. It is the responsibility of the individual in the named role to upload the required files, the indicated format within the indicated timeframe as shown in the [District Document Management File List and Structure](#).

Access

- A. Unless specifically indicated, all files shall be generally accessible to anyone with internet access. Where indicated in the [District Document Management File List and Structure](#). The District webmaster shall enable password restricted access on a per-file/folder basis
- B. The District webmaster shall provide, and remove, access to individuals as they assume or leave, district leadership roles at the earliest possible time.

Oversight and Administration

It shall be the responsibility of the District Administration Manager to regularly review adherence to this procedure and semi-annually report compliance to the District Director with copies to all responsible roles and the District webmaster.