



# Administration Manager

District Council report for 11 May 2024

The effective administration of the District's activities in pursuit of the District mission requires a genuine team effort. I am grateful for the service provided by everyone who has contributed to one of the District's teams and initiatives. It is an inspiring example of how we can serve our members and clubs by "pulling together with purpose".

## Innovations

Throughout this Toastmasters year we have invested significant effort into making the District website more useful for our members. The website now includes:

- A directory of all District leaders. This allows our members to learn about other people in the District and make personal connections
- Information about District teams and roles. By sharing information about the various activities involved in running the District, we can encourage more people to get involved and to learn from their experiences
- Member of club incentives, including how to qualify and how to claim
- A calendar of District events that includes webinars, contests, training sessions and special events
- Newsletters and news articles
- A dedicated page for members of the District Council to help them get the most out of the meeting. This includes helpful videos and simple guides
- A dedicated page for District officers that includes upcoming events, reference information. The website also has a growing collection of simple checklists for activities such as club visits, Area Director elections and how to write in a way that is clear and easy to understand for people that have difficulty with written communications

For our District officers, we have also introduced a simple weekly bulletin that includes important news, key tasks and resources.

## District Administration Requirements

I am pleased to report that the District has met all of the qualifying requirements under the Distinguished District recognition program. These include:

- On time submission of all District officer appointments
- On time submission of an approved District Success Plan
- On time submission of an approved District budget
- On time submission of a District Marketing Plan and District Communications Plan
- Training of at least 85% of District officers

The District has also met all requirements for meetings of the District Council and the District Executive Committee<sup>1</sup>.

In addition to supporting the administration of District activities, the Administration Manager also contacts our members and their loved ones at times of loss to extend our sympathy.

### **Steve Champion**

Administration Manager 2023-24

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<sup>1</sup> At the time of writing, meetings of the District Council and District Executive Committee have been scheduled but not yet completed