

LIEUTENANT GOVERNOR EDUCATION AND TRAINING

Mission/Purpose

Under the guidance of the District Governor, strive to have every Club and each member reap the benefits of the Toastmasters Educational program and become a Distinguished Club. Provide direction and counsel to Division Governors, Area Governors, and Club officers on the educational opportunities in Toastmasters. To be responsible for the design and conduct of successful District training programs, conferences, and other District events.

Guidance/Authority

- Serve as a second-ranking member of the Executive Committee, presiding over the body and the District Council in the absence of the District Governor.
- Uphold the Bylaws and policies of Toastmasters International, the District Administrative Bylaws and policies established by the District Council, following them to the best of his or her ability.
- Participate in leadership training and development programs prepared and conducted by Toastmasters International at the Regional Conferences and International Convention.
- In consultation with and subject to the approval of the District Governor, select chairpersons for Education, Training, or other committees which promote educational achievements and program excellence within clubs and which promote Club achievement in the Distinguished Club Program.
- In consultation with and subject to the approval of the District Governor, appoint the District conference chairperson or co-chairpersons and Training coordinators.

Standards/Goals

- Strive for achievement of District education objectives and achievement of Distinguished District.
- Promote achievement of Competent Toastmaster (CTM) and Advanced Toastmaster (ATM) awards to members.
- Strive to make every Club in the District a Distinguished Club. Coordinate the promotion of the Distinguished Club Program and the Club Success Plan.
- Plan, organize, and direct the District training programs:
 - Determine training needs in consultation with District team members.
 - Develop training content, methods, and instructional aids using Toastmasters International training programs.
 - Ensure that Division, Area, and Club officers are properly trained to fulfill their roles and responsibilities.

- Provide ongoing leadership for all District officers as part of District conferences, Executive Committee meetings, etc.
- Select training coordinators and facilitators needed to conduct District training programs.
- Promote personal growth the Toastmasters International educational program both inside and outside of Toastmasters (in coordination with the Public Relations Officer).
- Foster excellence in Club educational programming through the use of Toastmasters programs such as Speechcraft, Success/Leadership, Success/Communication, Better Speaker Series, Successful Club Series, and other resources.
- Plan, organize and direct the District conferences:
 - Appoint a conference Chairperson or persons with the approval of the District Governor.
 - Supervise the site selection, educational contest, speech contests, and all other aspects of the conference.
 - Encourage increased attendance and participation through promotional efforts (in conjunction with the Public Relations Officer).
 - Ensure a high quality event representing an outstanding example of District excellence.
- Coordinate and supervise the International Speech contest and other district Speech contests at the Club, Area, Division and District levels.
- Supervise educational and training programs, ensuring that people are properly recognized for achievement.
- Prepare successor to assume office, completing steps necessary for an orderly transfer of office by June 30.
- Provide assistance and back-up to the District Governor as needed.

Qualifications

The Lieutenant Governor Education and Training shall have served at least six consecutive months as a Club President and at least twelve consecutive months as a Lieutenant Governor, A Division Governor, or an Area Governor or a combination thereof.