

# DISTRICT 45 TOASTMASTERS PROCEDURES

## 1. Travel Within the District

All expense amounts are subject to change based on money available each year. The following amounts are the maximum amounts that will be reimbursed. Lower reimbursement levels may be necessary to ensure expenses do not exceed revenues.

### 1.1 Mileage for Qualifying Travel

Mileage will be paid for qualifying travel within the District at the approved rates of **\$0.30 Cdn** per kilometer or **\$0.34 US** per mile. This rate shall be reviewed each year by the District Executive Committee. This difference is based on the price of gas in each country.

Mileage will be paid for the following travel if the distance to be traveled is more than 30 miles or 50 kilometers from your home based on round-trip distance:

#### 1.1.1. Area Directors

***(Travel is assumed to be within your own Area or Division {for Division level events}. Travel to other Areas or Divisions will NOT be reimbursed without prior approval from the District Director.)***

##### 1.1.1.1. Area Director training

1.1.1.2. Conducting official club visits (If an Area Director feels more than two visits per year are warranted, the AD must make a proposal justifying the additional costs. ***Additional visits will NOT be reimbursed without prior approval.***)

##### 1.1.1.3. Area and Division council meetings

##### 1.1.1.4. Area and Division speech contests

##### 1.1.1.5. Toastmasters Leadership Institutes

#### 1.1.2. Division Directors

***(Travel is assumed to be within your own Division. Travel to other Divisions will NOT be reimbursed without prior approval from the District Director.)***

##### 1.1.2.1. Division Director training

##### 1.1.2.2. Sample meetings (one trip per prospective club)

##### 1.1.2.3. Division council meetings

##### 1.1.2.4. Division speech contests

##### 1.1.2.5. Toastmaster Leadership Institutes

#### 1.1.3. Senior Leadership Team

**(DD, PQD, CGD, PRM, Finance Mgr, Administration Mgr, IPDD)**

##### 1.1.3.1. Division and Area Director training

##### 1.1.3.2. Division-level contest or TLI outside of their own Division

1.1.3.3. Attendance at a charter ceremony (only one member of the Senior Leadership Team may receive reimbursement for any given charter ceremony).

## **1.2. Hotel Expense Policy**

- 1.2.1. The District will reimburse participants in Area and Division Director training for half of one night's hotel at the designated hotel. For participants who need to travel three (3) or more hours one way and for members of the Senior Leadership team (because they need to be there Saturday morning), the District will reimburse the equivalent of one full night's hotel (2 half nights) at the designated hotel. Participants are encouraged to share rooms to reduce the cost to themselves.
- 1.2.2. Hotel accommodations will be provided to a District officer travelling on approved District business (such as club visits, charter ceremonies, sample meetings) more than three (3) hours one way or if a meeting ends at a time that would require travel past midnight. However, a maximum of one room night will be provided regardless of the number of District officers in attendance. ***Travel that requires overnight accommodation must be approved in advance by the District Director.***
- 1.2.3. If overnight accommodation is needed in the event of bad weather, the District will pay for this as well as a reasonable amount for meals.

## **1.3. Other Qualifying Travel (must meet minimum distances as outlined in 1.1)**

- 1.3.1. Members conducting a sample meeting (max. 2 trips per prospective club)
- 1.3.2. Sponsors and mentors travel is covered for half of the meetings per month per sponsor or mentor. (If a club meets weekly, each sponsor or mentor could be reimbursed for two meetings per month. If the club meets bi-weekly, each sponsor or mentor could be reimbursed for one meeting per month.) Sponsors will be reimbursed for attending meetings while the club is in the process of chartering and mentors will be reimbursed for attending meetings for up to six months after the club has chartered. If travel reimbursement for sponsors and mentors assigned to one club is expected to be more than \$600 USD or equivalent in a 12 month period, then the sponsors and mentors must get pre-approval from the CGD to be eligible for reimbursement. Where long-distance travel is cost-prohibitive, the CGD will setup conference calls to enable communication between club visits. (Note: This reimbursement limit is PER CLUB. Sponsors and mentors must work together to properly stay within budget.)
- 1.3.3. Club coaches travel is covered for half of the meetings per month per coach. (If a club meets weekly, each coach could be reimbursed for two meetings per month. If the club meets bi-weekly, each coach could be reimbursed for one meeting per month). Club coaches must develop a "plan for success" and submit it to the CGD to be eligible for travel reimbursement. If travel reimbursement for coaches assigned to one club is expected to be more than \$600 USD or equivalent in a 12 month period, then the coaches must get pre-approval from the CGD to be eligible for reimbursement. Where long-distance travel is cost-prohibitive, the CGD will setup conference calls to enable communication between club visits. (Note: This reimbursement limit is PER CLUB. Club coaches must work together to properly stay within budget.)
- 1.3.4. Division Directors conducting make-up District Officer Training.
- 1.3.5. The District will reimburse a District officer for tolls incurred on the Confederation Bridge for approved travel. ***Such travel must be approved in advance by the District Director.***

- 1.3.6. Club Extension Chairs and Division Club Extension Chairs conducting an introduction meeting with a prospective club (max. 1 trip per prospective club).

#### **1.4. District Conference**

- 1.4.1. The District will reimburse District Officers up to half the early-bird registration fee (depending on available revenue) towards their total costs of attending each District Conference subject to attendance at both the District Executive Committee meeting and the District Council meeting. Should any individual hold more than one position, that individual is entitled to half of one early-bird registration only.

#### **1.5. Discretionary travel for the Senior Leadership Team**

- 1.5.1. In recognition of the time and effort given to the District by members of the Senior Leadership Team, members of the Senior Leadership Team (with the exception of District Secretary and Treasurer) may be reimbursed for costs for the District conferences, for travel to special events such as a club anniversary or a DTM presentation. Such discretionary travel can be reimbursed to a maximum of \$750 for the District Director and \$500 for the PQD, CGD, PRM and IPDD. ***Discretionary travel for the District Secretary and Treasurer to a maximum of \$350 each is available only at the request of the District Director.***

## **2. Travel Outside the District**

- 2.1. Travel costs not covered by WHQ (luggage fees, transportation to and from the airport) for those required to be at mid-year training will be reimbursed at actual cost. Generally, two rooms would be covered for a maximum of 3 nights. Room allocation will be based on the gender mix of the team. If all are the same gender, it would normally be the District Director who is entitled to a room to him or herself.
- 2.2. Travel to the International Convention for each of the DD, PQD, CGD and others as deemed necessary by WHQ shall include convention registration not covered by WHQ, luggage fees and travel to/from the airport. Hotels will be reimbursed to a maximum of half of two nights prior to the start of training, the nights for training, and the convention (this would currently be 8 nights). If someone shares a room with more than one other person, hotel reimbursement will be based on the appropriate percentage of costs.
  - 2.2.1. Travel for the IPDD to the International Convention shall include registration not covered by WHQ, a maximum of half the hotel rate for the nights of the convention starting with the Opening Ceremonies, and transportation not covered by WHQ (car, bus, taxi/shuttle and/or flights whichever is the most cost effective possible).
- 2.3. Wherever practicable, car-pooling should be used as a method of controlling overall travel expenses. Where more than one District officer travels in the same car, mileage is paid to only one District officer.
- 2.4. Expense claims must be submitted on a **monthly basis** on the expense form provided by Toastmasters International. Expenses not submitted on a timely basis may not be paid by the District.

### **3. Speech Contests**

Speech contests are high profile events. It is important that speech contests are well organized. The following policies relate to the conduct of speech contests at the Area, Division and District levels.

- 3.1. The District Humorous and Evaluation contests will be held at the fall conference, normally the 1st weekend in November.
- 3.2. The District International Speech and Table Topics will be held at the spring conference. The District spring conference should be held during the month of May.
- 3.3. Division contests should be held at least two weeks prior to the District contests.
- 3.4. Area contests should be held at least two weeks prior to the Division contests.
- 3.5. Clubs that do not meet during the summer should be encouraged to set their date for the fall contests prior to breaking for the summer.
- 3.6. Contests at all levels must be run according to the guidelines in the contest manual developed by the District and must abide by the speech contest rules as set out by Toastmasters International.
- 3.7. If there are four or fewer clubs in an Area eight weeks prior to the contest, the top two winners for each contest from each club proceed to the Area level. If a club suspends operations, that club continues to be counted in the total number of clubs. A club chartered less than eight weeks prior to the contest will not affect the club count for purposes of determining the number of eligible contestants to move to the next level.
- 3.8. If there are four or fewer Areas in a Division, the top two winners for each contest from each Area proceed to the Division level.
- 3.9. The District International and Humorous Speech contests will be held prior to the banquet on the Saturday of the conference.
- 3.10. The District Table Topics and Evaluation contests will be held on the Sunday morning of the conference.
- 3.11. Areas and Divisions will be responsible for supplying certificates, judging forms, et cetera as well as trophies, where appropriate.
- 3.12. Area and Division contests are to be run at no cost to the District.

### **4. Club Officer Training**

Club officer training helps ensure club leaders are provided with the tools necessary to ensure club success.

- 4.1. Club officer training will be held through a Toastmasters Leadership Institute (TLI) at the Division level. All training to count toward DCP must be face/face training. Creative training is encouraged but only face/face counts toward DCP.
- 4.2. TLIs should be arranged as early as possible each June and December/January to allow time for make-up training and to insure rescheduling for inclement weather, if necessary.
- 4.3. The District goal is to have a minimum of 4 officers trained for each club with at least 50% of clubs having all officers trained in each training period.

- 4.4. TLIs are to follow the agenda provided by the PQD in consultation with the DD. These agendas will be provided by the 1<sup>st</sup> of November and the 1<sup>st</sup> of April each year.
- 4.5. The District will provide a training budget of \$350 per TLI per Division. Division Directors are to use the budget template provided by the District for the planning of the TLI and for make-up training. If training cannot be conducted for the \$350 per Division, an additional amount must be charged to each club or member. The Division must, however, use the funds available from the District before assessing an additional fee for the training. The District will not be responsible for any excess expenses over and above the \$350 per Division. The proposed budget is to be sent to the PQD and District Treasurer for approval at least one month in advance of the TLI. Expenses and revenue must be reported to the District for inclusion in the District budget. The budget for the June TLI training should also take into account the cost of any makeup training conducted in July and August.
- 4.6. Make-up training is also the responsibility of the Division Director. Training for specific clubs may be delegated to an Area Director but it is the responsibility of the Division Director to ensure the training is conducted in a timely and cost-efficient manner. Costs for make-up training need to be paid from within the total Division budget as set out in paragraph 4.5. Under no circumstances will costs of club level training be reimbursed. To the extent possible, training is to adhere to the Division Level agenda. Agendas for make-up training must be sent to the PQD in advance for approval or the training may not count toward the DCP.

## **5. District Conferences**

District conferences are important functions for the District. They provide the opportunity for members to network, to learn from educational workshops, to develop presentation skills and to compete in speech contests.

- 5.1. There will be two District conferences held each year. The fall District conference will normally be held the 1st weekend in November.
- 5.2. The spring conference will be held in the month of May.
- 5.3. Conference organizers must use the conference budget template provided by the District. This will ensure that the District can compare costs from year to year and will allow the costs and revenues to be accurately reflected in the District budget and treasurer's reports. Using the budget template will also provide the conference organizers with information that will help with decisions related to conference budgeting. A draft budget for both the fall and spring conferences must be prepared no later than September 15<sup>th</sup> for inclusion in the District budget.
- 5.4. Arranging conference workshop presenters and topics is the responsibility of the Program Quality Director.
- 5.5. District conferences are an opportunity for D45 Toastmasters to develop their presentation skills. As such, there will be no more than one workshop presenter from outside the District at any given District conference. The only exception to this is in the event of presentations by International Director Candidates or by a visiting International Director or an International Officer.
- 5.6. Conference organizers should use the conference manual when planning a conference.

- 5.7. If there is early-bird pricing for registration and/or hotel room rates, that pricing must be guaranteed to Division contest winners, if contests are held after the expiration of the early-bird rate.
- 5.8. Contestants who attend only the speech contest shall not be charged any conference fees.
- 5.9. Toastmasters who attend only the District Council meeting shall not be charged any conference fees.

## **6. District Executive Meetings**

- 6.1. The Senior Leadership team will meet, via conference call, minimally on a monthly basis. The day and time is to be determined by the District officers.
- 6.2. The District Executive Committee (DEC) will meet, via conference call, on at least a bi-monthly basis. The day and time is to be determined by the DEC.
- 6.3. The DEC will also meet briefly in person at each District conference. This will normally be done Saturday morning.

## **7. Club Growth**

Club growth and club rescue (strengthening weak clubs) are important to the success of the District. Club growth and club rescue are overseen by the Club Growth Director. However, with the geography of the District, the CGD cannot be directly involved with starting or rescuing most clubs. These policies address the issue of club growth and rescue.

- 7.1. Club growth and rescue shall be the responsibility of the Division Directors.
- 7.2. The CGD receives new club leads from TI. These leads will be forwarded to the Division Director after they are qualified by the CGD.
- 7.3. Division Directors should provide a monthly update to the CGD on the status of new club leads.'

## **8. District Reimbursement**

- 8.1. All reimbursements must be accompanied by a D45 expense form and supporting original receipts. (Scanned/emailed are acceptable.)
- 8.2. All reimbursements must be sent to the District Director for approval.
- 8.3. To the extent possible, all reimbursements will be paid in the currency requested by the claimant.

## **9. Changes to the Procedures**

- 9.1. The District 45 Procedures Document is intended to provide consistency from year to year on how procedures are applied. It also allows the procedures to be widely distributed so that members know what items are reimbursable before incurring expenses. As such, these procedures should not require major changes each year. Minor changes may be necessary to reflect changes in TI policies or to reflect the realities of the economy (price of gas, anticipated membership revenue, etc.). Changes will be brought to the DEC and must be passed by a majority of the DEC present at the meeting (assuming a quorum is reached). This can be done during a meeting at Area and Division Director training, at a DEC meeting connected with a conference or during a DEC meeting held by conference call.