

Candidate qualifications checklist for district office positions

Use the following checklist to determine if candidates for office meet the required qualifications for office as stated in the District Administrative Bylaws. Any candidate that does not meet these qualifications cannot be considered for office.

Candidate Name: _____

District Officer Position: _____

Section I:

All Candidates Requirement:

If the following criteria are not met, a candidate cannot be considered for office.

Candidate is a member in good standing of a club in good standing?

- Yes
- No

Candidate has completed and submitted the Officer Agreement and Release Form?

- Yes
- No

Section II:

Toastmasters Volunteer Service History:

Following are the minimum qualifications for each office position that a candidate must meet at the time of taking office.

District governor requirements:

- 6+ consecutive months served as club president
Club name: _____
Year served: _____

And 12 consecutive months as one of the following:

- Lieutenant governor education and training
Year served: _____
- Lieutenant governor marketing
Year served: _____
- Division governor
Year served: _____
- Combination of Lt. and division governor positions
Terms served of each and year: _____

Lieutenant governor education and training requirements:

- 6+ consecutive months served as club president
Club name: _____
Year served: _____

And 12 consecutive months as one of the following:

- Lieutenant governor education and training
Year served: _____
- Lieutenant governor marketing
Year served: _____
- Division governor
Year served: _____
- Area governor
Year served: _____
- Combination of lt., division and area governor positions
Terms served of each and year: _____

Lieutenant governor marketing requirements:

- 6+ consecutive months served as club president
Club name: _____
Year served: _____

And 12 consecutive months as one of the following:

- Lieutenant governor education and training
Year served: _____
- Lieutenant governor marketing
Year served: _____
- Division governor
Year served: _____
- Area governor
Year served: _____
- Combination of lt., division and area governor positions
Terms served of each and year: _____

Division governor requirements

- 6+ consecutive months served as district council member
District council position: _____
Year served: _____

The following positions may or may not apply to your particular district, depending on whether or not the district appoints or elects the following office positions.

Area governor requirements:

- Served as district council member
District council position: _____
Year served: _____

District public relations officer requirements:

- Experience in and core understanding of public relations
- Computer knowledge

District treasurer requirements:

- Experience in and core understanding of accounting and bookkeeping practices
- Computer knowledge

Secretary requirements:

- Experience in and core understanding of administration and policy
- Computer knowledge