



# DISTRICT 103 TOASTMASTERS

*"Where Leaders Are Made"*



**2017-2018 District 103 Theme: "Express Your G.I.F.T.S."**  
Goals • Initiative • Focus • Technical Skills • Strengths  
**2017-2018 District 103 Goal: "PRESIDENT'S DISTINGUISHED DISTRICT"**



District 103 Toastmasters is seeking members to donate their time and share their talents as volunteers for various open positions for District 103 events:

**2018 Spring Conference:** assist with the various aspects of planning the 2018 District 103 Spring Conference (i.e. registration, workshop facilitator, speech contest assistant, logistics manager). *REQUIRED: willingness to serve the members at the conference at the expense of not seeing everything take place during the conference*

**District Audio/Visual Technician:** serve as the sound and technology guru at district-sponsored events (i.e. Fall Conference, Winter TLI, Spring Conference, Summer TLI). *REQUIRED: knowledge of audio visual equipment with problem-solving abilities of technological challenges*

**District Historian:** chronicle key details and events of District 103 Toastmasters to preserve its history and legacy. *REQUIRED: fact-finding and organizational skills*

**District Mid-Year and Year-End Audit Committee Chair:** use the Toastmasters International guidelines to lead the Audit Committee and the District 103 leadership team through the preparation and completion of the mid-year and year-end audit reports; *REQUIRED: knowledge of taxes and accounting principles*



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### **District Mid-Year and Year-End Audit Committee**

**Member:** assist with the preparation and completion of the District 103 Toastmasters Mid-Year and Year-End Audit Reports. *REQUIRED: knowledge of taxes and accounting principles*

**District Photographer:** assist the District Public Relations Manager by taking professional-looking photos at district-sponsored events (i.e. Fall Conference, Winter TLI, Spring Conference, Summer TLI). *REQUIRED: own equipment*

**District Public Relations Committee:** assist the District Public Relations Manager by performing tasks related to the current PR plan. *REQUIRED: writing abilities, social media knowledge, administrative skills*

**District Store Chair:** serve as the coordinator of the District 103 store during district-sponsored events (i.e. Fall Conference, Winter TLI, Spring Conference, Summer TLI). *REQUIRED: integrity, organizational skills, and management abilities*

**District Store Helper:** serve as cashier and helper of the District 103 store during district-sponsored events (i.e. Fall Conference, Winter TLI, Spring Conference, Summer TLI).



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*REQUIRED: integrity, attention-to-detail, and customer service spirit*

**District Videographer:** videotape key events and activities (i.e. speech contests, keynote speakers) of District 103 Toastmasters for learning purposes and legacy building. *REQUIRED: own equipment*

**District Webmaster:** responsible for maintaining the District 103 website (<http://www.d103tm.org>). *REQUIRED: technical skills, SEO knowledge, trouble-shooting abilities, and other skills necessary to maintain an up-to-date and functional website for members, leaders, and guests*

If you are interested in serving in any of these roles, please contact the **2017-2018 District 103 Director Cassandra “D.I.V.A. of Dialog™” Lee, DTM** at [crlee2003@hotmail.com](mailto:crlee2003@hotmail.com) or 773.592.2930.



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