



DISTRICT 112 ADMINISTRATIVE PROCEDURES

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Preamble

These administrative procedures are approved by the District 112 Executive, under the authority of the District 112 Procedures.

AP 1 Administration

1. Division Directors, the District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, and the Immediate Past District Director will provide a report to the Administration Manager at least 35 days prior to District Administration/Executive meetings.
2. The order papers for District Council Meetings and District Executive/Administration Meetings shall be posted on the website at least 28 days prior to the date of each meeting.
3. TI Distinguished Division and Area Certificates are to be presented at the District Awards event. If they have not arrived by then they will be distributed to current division Directors at the next DEM/DAM for them to distribute.
4. Each year by the first meeting of the District Executive/Administration Committee, the District Director shall issue an organisation chart for the District, showing lines of accountability and reporting. These lines shall comply with the District Administrative Bylaws were applicable, and shall otherwise be as determined by the District Director. Where the District Director does not issue such a chart, the previously issued chart shall apply.
5. Every 5 years, effective July 1 2018, the District Director in conjunction with the Administration Manager shall review all documents held. Out-of-date documents shall be passed to the District Historian who shall deal with them at his/her discretion.
6. [a] A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures.

[b] Proposed new administrative procedures, amendments to or deletions of the administrative procedures shall be advised to the Administration Manager 35 days prior to the meeting. The Administration Manager shall advise all members of the District 112 Executive Committee, by posting these on the District website at least 28 days prior to the Executive Committee meeting.

[c] Emergency proposals with a lessor notice period may be accepted for discussion by the District Director **and** a two-thirds majority of the District Executives members present and voting.

AP 2 Education and training

1. The Area and Division Directors-elect shall be given a tutorial period comprising education and administration, and be issued with guidelines and/or District Leader Manuals, prior to taking office on July 1st. This shall be the responsibility of the Program Quality Director.

TI Protocol 7.10

2. All Toastmaster New Member Kits shall be forwarded directly to the Club Postal address shown in the District Directory.

AP 3 Marketing and public relations

1. All advertising on the District Website shall comply with Toastmasters International guidelines, policies and protocols as well as New Zealand law.

Protocol 4.0 (2)

AP 4 Finance

1. The District 112 Budget shall comply with TI policies and protocols, District 112 Procedures and District 112 Administrative Procedures.

2. By the first of July each year the District Director shall issue notes to all District Officers and Field Officers covering:

[a] Claimable expenses, with reference to the appropriate TI policy, protocol or District procedure and any applicable criteria.

[b] The procedure for expense claims.

[c] Account codes/classifications to be used in the preparation of Area and Division Budgets.

3. In addition to the travel expenses covered in Toastmasters International Policies and protocols, the District shall specifically budget for other travel as follows:

[a] The attendance by the District Parliamentarian at meetings of the District Council and District Executive/Administration meetings.

[b] The attendance by the District Supplies Officer at District Conventions to manage the District Supplies facility.

[c] The attendance by any other person considered necessary at meetings of the District Council or District Executive/Administration Committee.

4. All expense claims must be made on the current official District 112 Expense Claim Form available from the District 112 website. Travel claims must clearly specify the event which the travel was for. All expense claims must be accompanied by a GST receipt, except for:

- [a] Travel by private motor vehicle
- [b] Other expenditure where the vendor was not registered for GST (this must be noted on the expense claim)

All claims must be received by the Finance Manager within 60 days of the expenditure, except that June expenditure must be received before 31 July otherwise reimbursement may not be made.

5. The budgeted/allocated expenses for the District 112 Supplies Officer shall be a charge against the District 112 supplies budget only.
6. The Divisions are responsible for the registration/meal costs of the District Director or Program Quality Director or Club Growth Director attending their Conference.
7. Payment for supplies ordered from District 112 Supplies must be made in full before the supplies will be released. The District Director, Program Quality Director, Club Growth Director or Public Relations Manager may requisition items to be charged against their budget.
8. The District 112 Finance Manager (or their nominee) shall arrange for the audit of District Supplies stock at least once during the year. The Audit report(s) on stock shall be made available to the District Administration/Executive Committee for the May meeting. Any recommendations for the better administration of District Supplies will be made known to the incoming District Director and incoming Finance Manager. The District 112 Supplies Officer shall be responsible for maintaining perpetual Inventory records.
- 9. A clause to cover sharing the costs of district supplies with D72.**

AP 5 Conferences

1. The Program Quality Director shall present to the District Administration/Executive Committee reports on the District Conference preparations. The reports shall cover:
 - [a] The progress against the timeline in the District Conference book.
 - [b] The current updated budget, with any changes identified.
2. At the District 112 Conference and when possible at all Division Conferences, a selection of educational and administration supplies as available through the District Supplies Officer, shall be on display with provision for ordering.
3. The District Supplies Officer attendance at the Division Conference will be subject to an invitation from the Division along with payment of the expenses involved in travelling to and from that conference by the Division, including accommodation and meals while there.

4. In recognition of the office held, the District Director when attending the District Conference shall be entitled to full reimbursement of conference registration, meals and accommodation based on the single conference room rate when travelling alone or the double room rate when accompanied by a partner. This shall be a District expense.
5. The District Supplies Officer when attending the District Conference shall be entitled to full reimbursement of conference registration, meals and accommodation based on the single conference room rate. This shall be an expense against the District Supplies budget.
6. Where Conferences incur operational expenses in advance of receiving income, the Program Quality Director may apply to the District Director for a float to cover such expenses as are necessary. Items covered may include, but are not limited to, an operational float, venue hire deposits and similar costs. The amount of such a float to be at the discretion of the District Director, to be transferred back to the consolidated account as soon as the conference account is cash flow viable, and recorded in the conference budget.
7. The District 112 Conference Handbook is
 - [a] The guide to be followed by District Conference Committees; except where it is incompatible with District 112 Procedures, Administrative Procedures or Toastmasters International Policy or Protocols.
 - [b] Adopted or amended under the joint authority of the District Director and the Program Quality Director.
8. District Finalists will meet their own, optional meals, travel and accommodation.
 - [a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration.
 - [b] If attending the full conference will be charged the early bird or first timer rate whichever is lower.
 - [c] If attending for one day only they shall be charged 80% of the daily rate.
9. The costs of recording the District final of the International Speech costs are a district cost, and not covered by conference registrations.

Table of additions, deletions and changes

Version No

DAP approved and adopted by Council May 2018
(Effective 1 July 2018)

V1