

# ADMINISTRATION MANAGER ROLE

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As the Administration Manager, you are responsible for maintaining the historical records of the District, recording and distributing meeting minutes, and otherwise maintaining accurate, timely records of District business. The Administration Manager may be elected or appointed at the will of the District Director, subject to the approval of the District Executive Committee and confirmation by the District Council. You are eligible for re-election or re-appointment for one succeeding term only. The office of Administration Manager and Finance Manager may be combined.

# ADMINISTRATION MANAGER COMPETENCIES



COMPETENCY CATEGORY	COMPETENCY	EVIDENCE OF COMPETENCY
Skills	Organizational skills	Keeps all records, correspondence, inventories and minutes in a logical and easily accessible system
	Writing and editing skills	Thorough and accurate District minutes and correspondence completed as an accurate record of District business
Knowledge	Achieving targets	Understands responsibilities of other members of the District leadership team and necessary deadlines
Characteristics	Integrity	Observable in leader behavior
	Sincerity	
	Empathy	
	Honesty	
	Consideration for others	
	Service orientation	Assists the District Director whenever required
Attributes	Respect	Observable in leader behavior
	Tact	
	Punctuality	
	Commitment to success and mission of Toastmasters International	Completes assignments required of the role
	Discipline to complete assigned responsibilities	Meets all role requirements on time
	Goal oriented	Completes administrative tasks accurately and on time
	Organized, following up on plans	
	Dependable	
	Responsible	
	Accuracy in reporting and recording	
	Diligent	