

Glossary of Toastmasters Terms

advanced manual	Speech program manual containing five speech projects focused on a specific type of speaking situation. Advanced manuals assume that the Toastmaster has completed the basic manual.
AL	Advanced Leader: Designation for a Toastmaster who has met all the program requirements to earn AL recognition.
Area	District-assigned geographic area in which several clubs reside. There are usually 4-7 clubs in close geographic proximity within an area. Areas provide a means for clubs to more easily access information and resources within a district.
Area Governor	Experienced Toastmaster who serves the clubs in an Area.
ATM-B	Advanced Toastmaster Bronze: Designation for a Toastmaster who has met all the program requirements to earn ATM-B recognition.
ATM-G	Advanced Toastmaster Gold: Designation for a Toastmaster who has met all the program requirements to earn ATM-G recognition.
ATM-S	Advanced Toastmaster Silver: Designation for a Toastmaster who has met all the program requirements to earn ATM-S recognition.
basic manual	the Communication and Leadership Program manual which contains the 10 basic speech projects for new Toastmasters. Note: many experienced Toastmasters repeat the basic manual to refine basic skills.
CL	Competent Leader: Designation for a Toastmaster who has met all the program requirements to earn CL recognition.
club	The Toastmasters Club is the key component of the Toastmasters experience. Club meetings are the vehicle for improved communications and leadership.
Club Success Plan	Action plan that specifies what a club will do in order to achieve the 10 goals of the Distinguished Club Program.
Communication Track	That portion of the Toastmasters program that focuses on development of communication skills. Includes opportunity for CTM, ATM-B, ATM-S, and ATM-G award recognition.

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Pamela Turner, DTM, District 22

COT	Club Officer Training. The District provides COT each summer and winter.
CTM	Competent Toastmaster: Designation for a Toastmaster who has met all the program requirements to earn CTM recognition.
D22 Bulletin	District 22 published a bulletin each 2nd/4th Tuesday to District Officers. We also post the bulletin to our website under the D22 Bulletin Archive. Bulletins contain tips, recognition, and reminders of special interest to governors and Club Officers as well as items of general interest to all D22 Toastmasters.
DCP	Distinguished Club Program: Set of 10 goals that Toastmasters International sets for clubs.
DEC	District Executive Committee
Distinguished Club	Club that receives recognition from Toastmasters International for meeting at least 5 of 10 DCP goals during the Toastmasters year.
District	Toastmasters International-assigned geographic area. District 22 includes the state of Kansas and the western third of Missouri. Districts serve as an arm of TI, providing officer training and semiannual conferences to assist clubs and its members.
District Council	The District holds a District Council meeting twice a year in conjunction with its Fall and Spring conferences. Club Presidents and Vice Presidents of Education are voting members of the District Council. Other voting members include the members of the DEC.
District Executive Committee	District governing body comprised of all District Officers. The District hold quarterly DEC meetings.
District Governor	Highest ranking Toastmaster in a district. Provides direction for the district, its officers, and its members.
Division	District-assigned geographic area in which several Areas reside. District 22 currently has divisions: T, A, L, K, and S.
Division Governor	Experienced Toastmaster who serves the Areas within a Division.
DTM	Distinguished Toastmaster: Designation for Toastmaster who has completed all program requirements for DTM. Highest award available from TI.

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Event Calendar	District 22 maintains an Event Calendar on its website. Items listed include: training events, conferences, and speech contests. Those with an event of interest to D22 Toastmasters may submit their item using the email link on the Event Calendar page of www.toastmasters22.org
HPL	High Performance Leadership: Toastmasters education program
Leadership Track	That portion of the Toastmasters program that focuses on development of leadership skills. Includes opportunity for CL and AL award recognition.
lectern	a stand that serves to support a speaker's notes or books
LGET	Lieutenant Governor Education and Training: District officer
LGM	Lieutenant Governor Marketing: District Officer
Mentor	Experienced Toastmaster within a club who serves as a personal coach for newer club members.
Mentor, Club	The district assigns one or two experienced Toastmasters to serve as mentors for a newly chartered club. Club Mentors serve for at least six months, regularly attending club meetings, filling roles, and offering assistance and advice to the club and its officers.
podium	elevated platform on which a speaker or group of speakers stands or sits
PRO	Public Relations Officer: District Officer
proxy certificate	In March, TI sends 2 proxy certificates to each club president. If the club president does not plan to attend the regional conference or international conference, he/she should specify the district governor as the club's proxy and put the cards in the mail. They come pre-addressed to the district governor.
Region	Toastmasters International divides the world into regions. District 22 resides in Region 5.
Sponsor	When a person becomes a member of a Toastmasters Club, he/she may specify the name of an active Toastmaster as his/her sponsor.
Sponsor, Club	As a club is forming, one or two experienced Toastmasters serve as Club Sponsors to help the club fulfill requirements to receive its charter.

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TI	Toastmasters International is the policy making body of the not-for-profit organization. TI develops materials and programs to benefit clubs and its members.
TIPS	Bi-monthly newsletter that TI publishes for club and district officers. TI distributes this electronically.
TLI	Toastmasters Leadership Institute: District-provided workshop that club officers attend. Includes Club Officer Training plus optional enrichment topics.
Top 3	The Top 3 district officers: District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing