



## District Leader

### Biographical Information

Candidate's Name: **Marcia Yamanaka**

Candidate's Office: **Division R Director**

District Number: **100**

Toastmasters member since: **2013**

Education:

**UCLA Anderson School of Business, Los Angeles, CA MBA Class of 2002; Sao Paulo Getulio Vargas Foundation (FGV) School of Business Administration, Sao Paulo, Brazil - BA Public Administration.**

Toastmasters offices held and terms of service:

**District Leadership during the last 5 years includes: District 100 (D100) Administration Manager; D100 Speakers Bureau Public Relations Chair 2019 -2020; D100 Public Relations Manager 2018-2019; D100 Cocoa Vino Club Mentor in 2018; District 12 (D12) Division E Director 2017-2018 and D12 Area E3 Director 2016-2017. Current Club Leadership includes: D100 Standard Bearers Club President; Cocoa Vino Club Secretary and District 12 Circle City Club President.**

Toastmasters honors and recognition:

**Distinguish Toastmaster November 2018. Helping Hand Volunteer at the 2018 Chicago Annual Toastmasters Convention, District 12 Triple Crown June 2017 and December 2018. New Horizons Club Outstanding Member of the Year 2017 and D12 Area E2 2nd Place International Speech Contest winner 2016.**

Relevant work experience and how it relates to Toastmasters and your role as a District leader:

**My 20-year career in Higher Education Administration provides me with hands-on experience dealing with all aspects of business management: planning, implementation and execution of short and long-term programs, establishing timelines, goals and performance expectations. My professional experience provides me with practical skill set to successfully support the District mission of creating new clubs and ensure all clubs are successful.**

What experience do you have in strategic planning?

**As the Management Services Officer for UCLA Student Psychological Services I developed and drafted short/long term strategic plans, including the Departmental Technology Strategic plan, which guided our 5-year technology (upgrade/replace) life-cycle. This plan was based on data analysis and updated on an yearly bases with forecasted hardware, software, installation and training needs. This plan was used for funding, sourcing and staffing, ensuring technical resources both are efficiently managed in support to our departmental main business purpose.**

What experience do you have in the area of finance?

**Most recently as the Chief Financial and Administrative Officer for UCR Graduate School of Education I was responsible for the oversight of an approximate \$12M budget composed of multiple funding sources, several accounting restrictions and financial reporting requirements. During my 20-year career managing budgets of various sizes, I successfully resolved deficits, discrepancies and overages ensuring full compliance with accounting standards and funding requirements.**

What experience do you have in developing procedures?

During all of my professional career I developed procedures to assist faculty, staff and students on predictable/recurrent process in order to ensure consistency, efficiency and accuracy. A few examples included: New hire orientation; Student appointment scheduling; Accounting segregation of duties/escalation procedures, etc.

What lessons did you learn from previous leadership positions?

I learn new lessons from every leadership role opportunity, most recently: a) Advance planning of recurrent events; sharing information and transparency are mandatory to sustain trust and collaboration; b) It's the leader's responsibility to identify team members talents and strengths and to coordinate efforts so everyone is included, involved and contributing; etc.

Why do you want to serve as a District leader?

I am confident I can make a difference and a last contribution in bringing to reality our District mission, so that more members can enjoy and benefit of Toastmasters, achieving their personal development and communication goals. On a personal level, I welcome an opportunity to learn and utilize new tools to promote Toastmasters (such as social media tools).

In your opinion, what are the District mission's major objectives and how would you work to achieve them?

The major objective is to create new clubs (in other words, increase the membership). I will contribute to achieving this objective by diligently working with the District leadership collectively, supporting campaigns and District efforts as well as promoting new clubs and existing clubs so that both current and new membership is strengthened and increased.

Additional information about yourself:

Toastmasters brings out the best in me and it helps me find my voice in leadership. I feel very fortunate to be a part of District 100 since inception and to be able to continue serving in different roles. I would appreciate the opportunity to serve District 100 as the 2021-2022 Division R Director.