

**Establishing
an attitude of
SERVICE**

**District 6
Area Governor Training
June 19, 2010**

. . . And keeping it fun!



Your trainers

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***“Being an area
governor is the best
job in Toastmasters!”***

—the most common statement
by former area governors

Your next 3 months:

- July Officer List in **12 days**
- Area Council Meeting
- Area Contest planning
- Officers trained by **8/31**
- Schedule Club visits
- Club Dues

Panic time?



Today's objectives

- Provide encouragement
 - — *don't panic!*
- Acquaint you with your role
- Introduce you to available resources
- Get you off to a strong start!

Today's Agenda

- Overview of Responsibilities-Diane
- Leadership and Goal-setting-Vitalia
- High Performance Leadership-Diane
- Resources, Reports and Club Visits-Diane

Agenda continued

- Officer Training Overview-Diane
- Area Council Meetings-Vitalia
- Speech Contests-Vitalia
- Closing-Vitalia

**Clubs are your
CUSTOMERS!**

Your Basic Responsibilities

- Get trained—5 training sessions
- Make and report 2 club visits
- Help clubs become Distinguished
 - Membership growth
 - Educational achievements

Responsibilities Continued

- Hold Fall & Spring Contests
- Hold 2+ Area Council Mtgs
- Remember. . .

**Clubs are your
CUSTOMERS!**

Timeline

	Jun	Jul	Aug	Sep	Oct
Council Mtg		X			
Officer Trng		X			
Club Visits			X		X
Club Dues				X	
Fall Contest				X	

8/28 Dist. Off. trng

Leadership and Goals

- Personal and professional values
- Self-discipline
- High sense of urgency
- High self initiative
- Strong ethics
- High degree of self understanding

Definition of Success

“Success is a declaration of intentions followed by action achieving positive results.”

- Vitalia Bryn-Pundyk



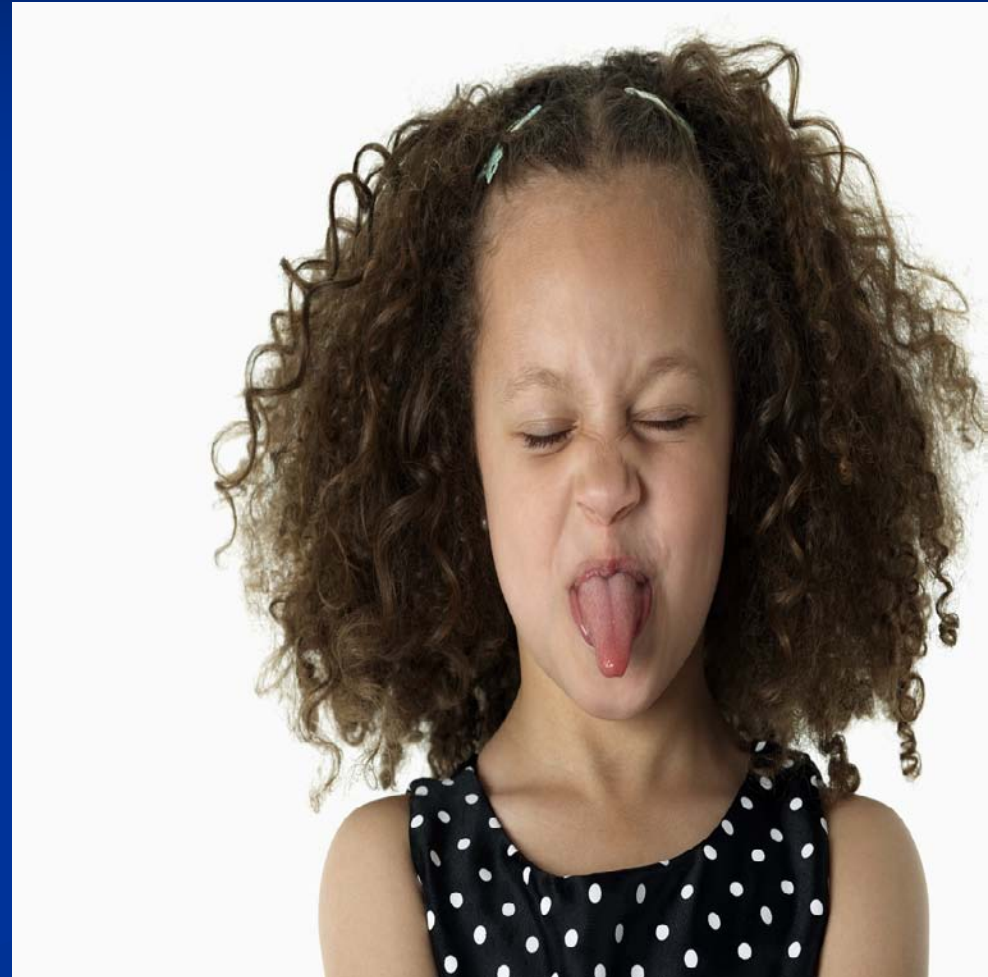
Leadership and Goals

- Persistence
- Time
- Game plan
- Strong belief
- Right attitude



Attitude

- An attitude is a point of view about a situation.
- It's made up of what you think, what you feel, and what you do.



Attitude

- A positive attitude yields positive results.



- A negative attitude yields negative results.



Take Action!

- Attitude
- Courage
- Training
- Initiative
- Observation
- Network



Attitude



Think positive
and reach for
the stars!

Courage



Have the
courage to
challenge
yourself, to
stretch and
grow!

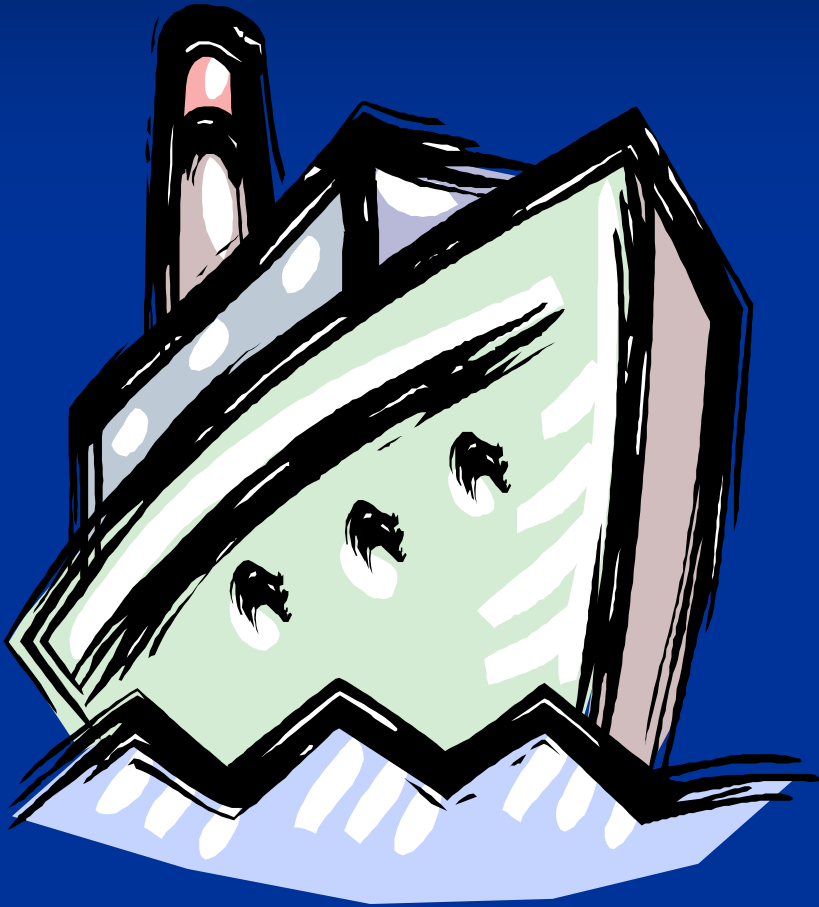
Training



Pursue life-long learning that includes a support group of teachers, coaches, and mentors as part of your success plan.

Initiative

Make the most
of your
resources and
create your
own
opportunities.



Observation



Observe your
mentors and
organize your
priorities.

Network



The more people you know, the more likely you will increase your level of success.

Achieve ALS

1. District Officer

2. Club (do 1):

- Sponsor
- Mentor
- Coach

3. HPL

- AG Year
- Speech Contest
- Club Building



High Performance Leadership

- Can be a non-Toastmaster project
- Team project
- Guidance Committee

TOASTMASTERS
INTERNATIONAL



High Performance Leadership
A Toastmasters International
Leadership Development Program

High Performance Leadership

- Learn about Values, Vision and Mission
- Develop and work an Action Plan
- \$12.50, incl. 3 Guidance Committee Books



Resources

- Area Governor Binder
- Peers
- Division Governor and District Leaders
- District 6 website
 - www.d6tm.org
- Toastmasters International website
 - www.toastmasters.org



TOASTMASTERS
INTERNATIONAL®



DISTRICT 6

Search this site:

Search



Navigation

- ▷ Visitors - Start Here!
- ▽ Find a Club
 - Specialty Clubs
 - Open House Events
 - **Member Resources**
 - District 6 Calendar
 - Contact Us

Use the Search box

Click on Member Resources

Look for “forms” for Expense Forms, Speech Contest Manual and More!

FINDING REPORTS ONLINE



Finding Reports

Members My Profile About TI Contact Us Site Map Media Login

Search [Search Options]

www.Toastmasters.org

Toastmasters International
Become the Speaker & Leader You Want to Be



Because
Communication
Isn't Optional.

Officer Resources

Home | What is Toastmasters? | Why Join? | Free Resources | In the News | Shop | Members Site | **Officer Resources**



Get Ready to Learn!

A Funny Thing Happened...

Her Poise and Presence Were Never in Jeopardy!

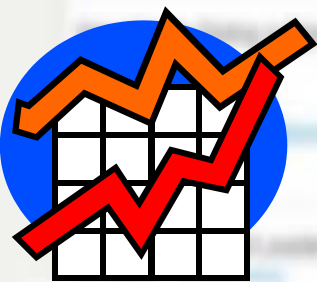


How do you maintain the calm in a high-pressure situation? Toastmasters International offers a variety of resources to help you succeed.

Are You Interviewed?



When you're interviewed, it's important to be prepared. Here are some tips to help you succeed.



Toastmasters International

Become the Speaker & Leader You Want to Be

Member

- Home
- Member Experience
- Membership Building
- Officer Resources
- Toastmaster Magazine
- Shop
- e-Learning
- 2010 Convention

Home Officer Resources

Print

Officer Resources

- ▶ Toastmasters Learning Connection
- ▶ Club Officer Resources
- ▶ District Officer Resources
- ▶ Reports
- ▶ Policies and Procedures
- ▶ Financial Resources
- ▶ 2010 Month-End Closing Dates
- ▶ Virtual Brand Portal
- ▶ Logos
- ▶ 2009-2010 District Governors (PDF)
- ▶ Area Club Visits
- ▶ District Web Sites
- ▶ District Calendar
- ▶ Liability Insurance Coverage

Officer Resources

REPORTS:
 Distinguished Club Report
 Distinguished Area Report
 Officer List Status
 Dues Renewals
 Educational Awards



Meeting locations

Find a location near you
? Start a club!

Club Officer

District Officer

- ▶ Club Officer Resources
- ▶ District Officer Resources
- ▶ Reports
- ▶ Policies and Procedures
- ▶ Logos
- ▶ 2009-2010 District Governors (PDF)
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Click on District Reports

Toastmasters.org

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Toastmasters International
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Meeting locations

[Find](#) a location near you
Can't find it? [Start a club!](#)

Member

Club
Officer

District
Officer

Use this to login to shop, update your profile and to access the current issue of the magazine.

Login ID:
Password:

Forgot your Login ID?
Forgot your Password?
[Help?](#)

Home :: Officer Resources :: Reports

Print

Reports

Your progress picture

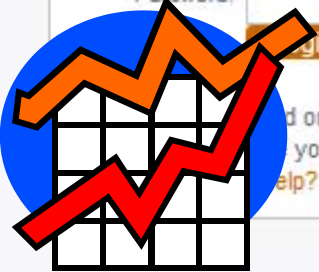
Looking for the latest information about your club or district?
You're in the right place!

Club Reports

Check the Distinguished Club Program (DCP) status for individual clubs.

District Reports

Check the distinguished program status of your district, division and area. Reports for current educational achievements and prospective clubs are also available.



Another Route to Reports...

First, Click on Tab

Find a location near you
Can't find it? [Start a club!](#)

Member Club Officer **District Officer**

Use this to login to shop, update your profile and to access the

No Need to Log in!

Login ID: *

Password: *

Login

Need your password or Login ID?
Click [here](#) to retrieve your information. Need [help](#)?

Meeting locations
Find a location near you
Can't find it? [Start a club!](#)

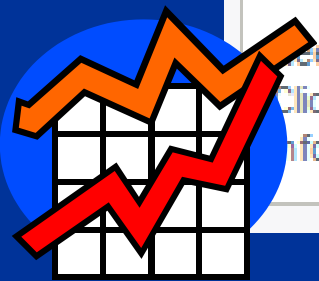
Member Club Officer District Officer

Use this to login to conduct district business.

Then, Choose Report:

- Online Area Visit
- Performance Reports

Submit Area Visit Report
District Officer Resources
District Performance Reports



SELECT "6" for District 6



Toastmasters International District Performance Reports

Change Districts:



Start Here
Select your District

Welcome to the District Performance Reporting interface.
This is designed to function in its own independent pop-up window to ens

Reports - All Districts

District Performance Report Summary

Month End – May 2010 – Updated June 4, 2010

Distinguished District By Points

Month End – May 2010 – Updated June 4, 2010

Distinguished District by Region - All Districts

Month End – May 2010 – Updated June 4, 2010

Additional Reports

These new reports can help you easily view the information in a different wa
as well as member sponsors.

For Reports that are specific to
your district, select your
District from the drop-down
menu above.



Bookmark this link:

http://reports.toastmasters.org/reports_new/reports.cfm?d=6

Toastmasters International
District Performance Reports

Change Districts: 6

Available Reports for District 6

Performance Reports

- District Performance Report - Detail**
Month End – May 2010 – Updated June 4, 2010
Detailed district information.
- Distinguished Club Program by Division / Area**
Month End – May 2010 – Updated June 4, 2010
Distinguished clubs by division/area.
- Distinguished Division / Area**
Month End – May 2010 – Updated June 4, 2010
Distinguished divisions/areas.

Update Reports

- April Dues Renewal Status**
Reports are uploaded daily
Dues renewal status for all active clubs in the district.
Reports are submitted daily. There is a problem with the report.
- October Dues Renewal Status**
Reports are uploaded daily
Dues renewal status for all active clubs in the district.
a partial submittal or if there is a problem with the report.
- January Club Officer List Status**
Reports are uploaded daily
January Club officer list status for all active clubs in the district.
- July Club Officer List Status**
Reports are uploaded daily
July Club officer list status for all active clubs in the district.

Educational Achievements (current year)
Reports are uploaded daily
Educational achievements recorded for individuals in the year.

Dist. Club Program BY AREA

Distinguished Area Report

July 1 Officer Lists

Sorting Reports

**Click on Area to
Sort by area**

Toastmasters International
District Performance Report

Change Districts: 6 ▼

Toastmasters International
July Club Officer List Status - District 6
Reports are uploaded daily - Updated: June 04, 2010 5:22 AM PST

Club	Division	Area	List_Status	Election	Name
693	C	1	List Not Here	Annual	Tale Weavers
3334	C	1	List Not Here	Annual	V.A.M.C. Club
8136	C	1	List Not Here	Annual	Lunch Bunch Toastmasters
9648	C	1	List Not Here	Annual	HealthToasters Club
1936751	C	1	List Not Here	Annual	Federal Unified Profession
	C	2	Received - 05/31/10	Annual	Bloomington Chamber Toa
	C	2	List Not Here	Annual	Uncle Wyatt's Toastmasters



Distinguished Area Report Example

Area 63										
Club	Club Name	Dues Renewals On Time					Club Visits		Current Dues Period Renewals Plus New	
		October	April	CCs	ACs	DCP	Nov.	May		
3699	Smooth Talkers Toastmasters Club	Y	Y	3	1	N	Y	Y	12	
6025	Creative Memories Club	Y	Y	4	0	Y	Y	Y	14	
7734	Rogers Toastmasters Club	Y	Y	2	2	Y	Y	Y	20	
588511	St. Cloud VA Club	Y	Y	1	1	Y	Y	Y	42	
1311729	Elk River Area Toastmasters	Y	Y	2	1	Y	Y	Y	23	
1446416	Alberville Toastmasters Club	N	Y	0	0	N	N	N	27	
ACTUAL →		Area 63 Totals:	5*	6*	12*	5*	4*	5*	5*	4*
GOALS →		Goals:	3	3	8	2	3	4	4	3
		Area Club Base								5
		Paid Club Goal for Pres. Dist. Area								6
		Total Paid Area Clubs								6
Congratulations -- President's Distinguished Area										



Distinguished Area Program

- 9 Goals
- Based on the Number of Clubs
- 4 of first 5 Goals = Distinguished
- All of first 8 Goals = Select Dist.
- Select Dist. + a new club =
Presidents Dist.

Distinguished Area Program

- Goal 1: 75% October dues on time
- Goal 2: 75% April dues on time
- Goal 3: 1.75 CC's per club
- Goal 4: 1 AC for every 2 clubs
- Goal 5: 60 % clubs Distinguished
- 4 of 1st 5 to be DISTINGUISHED

Distinguished Area Program

All of 1st 8 for Select Dist.

- **Goal 6: 80% 1st Visit Reports**
- **Goal 7: 80% 2nd Visit Reports**
- **Goal 8: 60% at 20+ members**

Add a Club for President's Dist.

- **Goal 9: Net growth of 1 club**

Club Visits

*Merely a duty or
an opportunity for service?
Remember. . .*

**Clubs are your
CUSTOMERS!**

**Members
are the club's
CUSTOMERS!**

**Help your clubs serve
their members!**

Club Visit Tips

- Find out best contact method right away!
- Establish rapport—ask questions
- Consider a non-official visit first
 - Officer installation
 - Officer training
 - Club contest

Club Visit Tips

- Send president the form before visit
- Bring a copy of the report with you!
- Give a manual speech or other presentation
 - DCP
 - Communication and Leadership Tracks
 - Membership

Club Visit Tips

- Make sure president has time after club mtg to discuss your observation
- Visit by 10/30
- Submit online by 11/30



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Officer Resources

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» Home » Officer Resources

Officer Resources

Your responsibilities are your opportunities.

Serving as a district or club officer is a great responsibility and an exciting opportunity.

Your term of office will be filled with chances for you to:

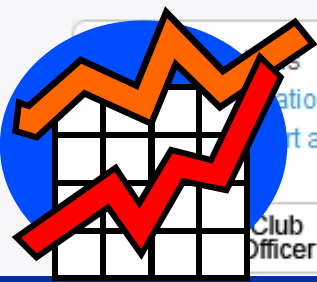
- ▶ Obtain fresh perspectives
- ▶ Build teamwork skills
- ▶ Help clubs and members develop goals for improvement
- ▶ Serve as a facilitator
- ▶ Inspire members to take ownership and a sense of responsibility
- ▶ Learn to develop your own ideas and strategies into productive actions

The tools and resources below will help you create strategies for success, answer burning questions and fulfill your officer duties – whether you're an experienced officer or a novice.

- [▶ Toastmasters Learning Connection](#)
- [▶ Club Officer Resources](#)
- [▶ District Officer Resources](#)
- [▶ Reports](#)
- [▶ Policies and Procedures](#)
- [▶ Virtual Brand Portal](#)
- [▶ Logos](#)
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- [▶ District Web Sites](#)



Area Club Visits



Find a club near you

Club Officer

District Officer

CLUB VISIT REPORT

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Area Club Visits

- Effective Club Service and Club Visits (PDF)
- Area Report of Club Visit (Online Form)
- Area Report of Club Visit Form (PDF)

HOW TO
ONLINE REPORTING
Area Club Visits

PAPER COPY
(have Club President fill out prior to visit!)



OFFICER TRAINING

- Stay for "Train the Trainer"
- Training completed by 8/31
- Report to Catherine Cardenuto
- Verify on TI—9/30 last chance

OFFICER TRAINING

- DCP must be covered
- Minimum 4 trained offices/club
- First Round—Officer Roles
- July 17 TELI—get them there!

Area Council Meetings

- Meet with good purpose!
- Have a plan (agenda).
- Get commitment!
- Take action!
- Follow up and follow through.
- Communicate.

Area Speech Contests

- What?
- When?
- Where?
- Who?
- Why?
- How?



HOW??????

- Date – Time – Location - Cost
- Volunteer Staff: (key people)
 - < Contest chair
 - < Chief judge
 - < Toastmaster
 - < Judges
 - < 2 Timers
 - < 2 Ballot counters
 - < Sgt. at Arms
 - < Contestants
- Marketing (flyers and programs)
- Snacks and refreshments
- Recognition and awards

Leadership and Goals

- Long-term vision
- Excellence
- Attitude
- Determination
- Example
- Responsibility
- Service
- Humor
- Inspiration
- Planning

“A good leader inspires men to have confidence in him, a great leader inspires men to have confidence in themselves!”