**Area Governors:** Please see below for a sample first email to your club presidents. Please adapt/edit and personalize as your prefer. Plan to send this to the new club president the first week in July OR, send to the current club president in June (asking them to forward to the new club president).

**Dear Club President** (enter the name if you know it) – Please forward this to the current club president.

My name is \_\_\_\_\_\_\_\_. I am the Area \_\_\_ Governor and am looking forward to meeting you in person. Your club is in my Area and I am excited to be working with you this club year (July 1, 2013 – June 30, 2014). The purpose of this email is to introduce myself briefly to you and give you some information and dates to help you get started in your year as Club President.

As the Area Governor, my role is to work with the 5 clubs in our area and provide a connection to the resources of District 6 (which covers most of the state of MN and a portion of Ontario Canada). My goal is to help you with resources and information to help your club be a thriving and Distinguished Club.

As president, the Distinguished Club Plan (DCP) will be your roadmap to the goals that will help your club thrive for your members. When your club reaches certain milestones of achieving educational awards, membership, training and dues payments then your club can earn the Distinguished Club Award (or other higher awards). See this link for more information on the DCP. Please take time to review your DCP regularly with your officers and club members. You will learn more about the DCP at your club officer training session.

I look forward to serving as your Area Governor this year. Please contact me with any questions. Here’s looking towards a successful and distinguished year for your club this year!

**Will you please reply to me to confirm you received this message and give me your contact information?**

Sincerely,  
Name  
Area \_\_ Governor  
Telephone:  
email:

Attachment: See attached for Your First Steps as Club President & Important dates

Area Governors: you may attach the information below or you may insert it into your email – whatever you chose.

Your First Steps as Club President and some important dates:

* **Now**: Review your **officer manual** and get familiar with what is expected in your role. Make sure all of your officers have their own copy. The manuals were mailed to the 2013-2014 Club President of record**. Assure your new club officers are entered online by June 30 deadline.**
* **June – July**: Arrange for a transition officers meeting with the outgoing and incoming officers of your club. This is a great time to exchange information and allow the outgoing members to provide some instruction and hand-off any supplies/tools for the office (including any electronic documents). You can share the information in this letter and help get the officers in your club off to a good start.
* **June – August:** **Attend a Club Officer Training Sessio**n (all officers). This will help provide you some of the first steps on what is expected in your role and give you tools to get started. Visit the District 6 website for an Officer Training session <http://d6tm.org/OfficerTraining> . Check back often as there will be more sessions added regularly. **Attend training by August 30.**
* **June – August:** I will hold an Area Council meeting (date forthcoming). Please plan to attend (and the VP’s will be invited too). This will be a chance to hear from other club officers on what works for them and bring home new ideas for your club. I will also give you information on the Fall Contest and other upcoming District events that may interest your members.
* **July 21:** Attend the TLI (Toastmasters Leadership Institute) at the Crowne Plaza Hotel in Plymouth MN . There will be officer training from 8-9 AM, and other valuable educational sessions all morning. The luncheon will feature year-end District Awards (like Toastmaster of the Year). Register for this event on the District 6 website: <http://www.d6tm.org/>
* **July – September: Work with me (your Area Governor) to schedule a time visit your club meeting.** I will install your new club officers (not required, but it’s a nice way to recognize outgoing and incoming officers) and answer any questions you have.
* **August:** Ask your VP Education to schedule a Club Contest in August. Order contest supplies from Toastmasters International. The contests for this Fall are: Humorous Speech Contest (5-7 minutes) and the Table Topics Contest (1-2 minutes). Visit the District 6 web site for information on club contests: www.d6tm.org
* **September \_\_\_\_\_\_\_:** Area Contest Date (details coming by mid-August). The winners of your club contest will advance to our Area Contest. We will also ask you to send along members of your club to assist in judging and other contest helper roles.
* (enter date of Division Contest): The winners of the Area Contest Advance to the \_\_\_\_\_\_\_\_\_ Division Contest.
* **October 1:** Submit Club dues by this date.
* **October 19-20:** Fall Conference in Thunder Bay, Ontario Canada. Winners of the Division Contests compete during the Fall Conference. Plan to attend for the contests and excellent educational sessions. Fun is always on the agenda! Details will come out later this summer.