



"Worry about the success of your area directors always. Worry about your own success never. If the area directors are successful, you will be successful." —Gary Kivi, 2014-2015 Division Governor of the Year

Division Director Guidance

Big Idea: Run your Division like a “mini-district”

As a district leader you promote the District Mission to “build new clubs and support all clubs in achieving excellence” by doing the following:

- 1. Get a mentor to guide, coach and encourage you. Also connect with the last 3-5 Division Directors/Governors for guidance.** As a Division Director you have the opportunity not only to serve but also to develop transferrable skills in several corporate competencies: Public Speaking, Strategic Planning, Delegation, Marketing and Public Relations, Group Facilitation, Event Planning, Site Logistics and more!
- 2. Recruit your Area Director team.** You can start recruiting candidates prior to the election, working with the current Program Quality Director, and then after the election, working with the District Director for making official appointments.
- 3. Set Division Goals and make a plan to achieve them, using the Distinguished Division program and the Division Success Plan (consider doing an HPL project).** Aim for President’s Distinguished: 50% of club base Distinguished plus a net club growth of one. This is a team goal. Help your areas be distinguished or better to achieve this goal.
- 4. Put important dates on your calendar** (See the District Year Book & d6tm.org for dates):
 - Leadership Team meeting. The same weekend of the Spring Convention, there is a Sunday morning Leadership meeting for the newly elected team. Meeting dates are announced and division contest dates are selected at this meeting.
 - DEC (District Executive Council) meetings/training sessions (a transition meeting in May, plus typically meetings on one Saturday in June, August, October, January, March, and May)
 - Division Director Chats with the Trio and all Division Directors (5 meetings, typically on the months without a DEC meeting). The Trio wants to support you!
 - District Summer TLI, Fall Conference, Spring Convention
 - Club Officer Training deadlines (Aug. 31 and Feb. 28/29)
 - Your Division Speech Contest Dates (Fall and Spring). The District provides the contest trophies for your contests.

- Your Divisional Toastmaster Leadership Institute (TLI) (December-February)
- Deadlines for TMOY (Toastmaster of the Year), ADOY (Area Director of the Year), DDOY (Division Director of the Year) self-evaluation (Dates in Spring). The Area TMOY will come up to you for you to make a selection. You will select the ADOY and provide a self-evaluation that the TRIO will take into consideration for selecting the DDOY. Awarded at the summer TLI. The District provides the awards for you to present.
- File expense reports regularly (see handout on Expense Reimbursement)

5. Guide, support and motivate your area directors to achieve Distinguished Area or better.

A. Contact Area directors at least monthly to discuss the progress of clubs toward the distinguished club goals (review and follow up on challenges and opportunities from the Club Visit Reports you receive automatically from TI). Also discuss needs and progress in club officer training and area speech contests, as appropriate. Review the Area Directors' own goals (such as DTM) and connect them with new club sponsor and mentor opportunities, or club coaching opportunities, if they need that service piece for their DTM. Show appreciation often!

B. Coordinate division activities

- **Hold at least two Division Council Meetings per year to discuss each area's plans and progress in the Distinguished Area and Distinguished Club programs.** Attendees include Area Directors and appointed assistants, such as Assistant Division Director Club Growth (new clubs/retention), Assistant Division Director Program Quality (Club Officer Training/Speech Contests/TLI), and others as needed. Encourage Area Directors to give presentations (manual speeches!) on relevant topics. **Keep it fun**, plan for upcoming events, problem solve, and recognize achievement.
- **Help with training of area and club leaders.** Post Club Officer Training Sessions on the District 6 website as soon as possible. Record club officers trained in your division at the TI site. Area directors will send you records of club officers trained for you to record.
- **Oversee speech contests in your division.** Post contest information on the District 6 website as soon as possible. Delegate. Delegate. Delegate.

C. Learn how to track division/area/club performance on the TI dashboard.

Distinguished Performance Dashboard: <http://dashboards.toastmasters.org>

(Note 3 tabs at the top—You will be most interested in the Division and Area Performance Tab)

6. As requested, give update reports at the Fall Conference and Spring Convention

7. Prepare your successor. Along your journey, keep notes and useful files to pass on to your successor (Dropbox is one way to share files). Look for Division Director candidates, and encourage them to apply to the nominating committee. After elections, help prepare your successor.