

District Success Plan

Team Composition

Name the members of the district's core team.*

District Director Ravi Rai DTM

Program Quality Director Susan Rajbhandari DTM

Club Growth Director: Deb Luu, DTM

Public Relations Manager Kari Barlas

Administration Manager Jamie Ogborn

Finance Manager Brian Hinton DTM

Logistics Manager Ed Burke DTM

Name the members of the district's extended team.*

Division Directors:

Division C Director Tara Bolanda

Division D Director Don Rollefson

Division E Director Linda Dorn

Division F Director Elsa Esquivel-Soto

Division M Director Amit Maheshwari

all Area Directors

Values

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future.

What are the district's core values?*

In addition to the core values of Toastmaster International District 6 also has additional values.

Teamwork - each team member is to work with the other team members. We need to create an environment where teamwork can flourish.

Accountability - teammates need to be accountable to each other.

Club Quality: Every club to have a high quality atmosphere as they follow the 6 areas of Moments of Truth.

Clubs maintain a high quality image

All leaders serve as servant leaders to our members.

We will use DCP to measure our quality of performance

Team Operating Principles

What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)*

As a team we need to support a safe learning environment for all members.

Develop trust among the team members by adopting the principle of inclusion.

Embrace diversity that each member brings to the team.

Work collaboratively.

Potential Obstacles

What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)*

Work may seem overwhelming at times and we may be spending time away from personal commitment.

Conflicts may occur due to difference in opinions.

Lack of resources for tasks.

We need to be cognizant of the obstacles

Meeting Protocol

In general, how will the team process tasks? (For example, consider how often to meet or call, what the team's meeting practices will be, etc.)*

Zoom meeting 30 minutes during lunch every 2 weeks

Zoom meeting with top 7 on a monthly basis

Outside of these meet as needed.

Team Interactions and Behavioral Norms

How will decisions be made?*

Use the democratic method. Everyone gets to pitch in with concerns & opinions. Majority voice will be the final decision. In case of a tie, District Director will break the tie. If the decision involves only one team member then they are allowed to take ownership of the decision.

What will be the team's method of communication? Determine the team's first preference, second preference, and so on. The team will usually use e-mail. Meeting will be conducted via zoom. If necessary the team will meet in person.

What will the communication parameters be? Parameters might include whether the team communicates by phone or email, whether the team sets up a weekly conference call, or how often team members can expect to communicate.

There will be bi-weekly calls for status review.

E-mails are expected to be addressed within 48 hours so that all know they are important. Especially when receiving e-mails from extended team members.

How will the team resolve differences of opinion?

Each member of the team will be allowed to speak about their differences. Then the team will discuss the differences and decide what is best for the clubs and members. We want to foster an atmosphere of inclusion, so there will be times when reaching a consensus will be difficult. We would discuss the importance of maintaining our relationship as the basis of ongoing work and finding a way forward.

How will the team support one another?

Each team member know that if they need help all they need to do is ask. The team members will work together when someone has a big project that is due. That way we are all supported.

How will the team ensure equitable participation when completing activities?

Every member of the team recognizes that we must work together in order for everyone to learn and for all the tasks to be completed. At times one member may have more to do than another, however the situation will change as the next task comes.

How will team members be held accountable for their responsibilities?

During the bi-weekly calls we will check in with how each plan is going. We will talk about challenges and opportunities for improvement. We will also review where the other members can help if needed.

How will the core team and extended teams be recognized for their efforts?

We will recognize accomplishments at group meetings. They will also be recognized at the Summer and Winter TLI. Recognition will also come through personal e-mails and notes. The recognition will vary.

Membership Payments Growth

Situation Analysis

What is the current situation in the district? How many members did the district add last year? Does the district have special challenges? (One situation might be that membership payments usually arrive close to deadline making it necessary to hurry to meet goals.)*

We lost 500+ membership payments during the last year. We are focusing our efforts in the summer and fall where we can receive the highest ROI on payments. We are also looking at low member clubs to see what can be done to keep them from failing.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as creating a contest promoting early submission of dues.)*

We have a club growth team in place to help struggling clubs. We are working on training for club coaches as well as club sponsors and club mentors so that when someone volunteers to be a coach/sponsor/mentor they know what is expected of them.

Action 1

Offer recognition to clubs who submit 80% (TODO Adjust this %) of their dues by September 25th and March 25th.

Action 2

Recognize AD for the percentage of their clubs that met club goals.

Action 3

Assign club coaches that know what they are doing and where to find help, set up monthly club coach support call.

Action 4

Deb and Clinton Hunt will visit low member clubs to determine how the district can help (consider Club Buddy Program)

Action 5

Resources

What people, equipment, meeting places, and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division governors and gift certificates to the Toastmasters store.) *

Use display booths and banners to promote open houses.

Use social media to get the Toastmaster brand out into the public.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?*

Deb will work with Laura Bathke on club coach training. Laura is the Club Coach Chair. Other members on the team are:

Marvel Kummer - Club Mentor/Sponsor Chair - she will guide club mentors and sponsors so the club charters and is self sufficient after the mentors leave.

Clinton Hunt - Club Rebuilding Chair - identify and work with struggling clubs/low member clubs by making sure a club coach gets assigned. Because we do not have enough club coaches, we will also bring back the Club Buddy System where members can visit low members clubs and help them through meetings. They will be recognized at TLI and Conferences.

Vince Bullinger - Club Extension Chair - Vince will be looking for new opportunities for Toastmasters and setting up demo/kickoff meetings.

Action 1*

Deb will talk to Kari Barlas (PRM) about public relation tools to use.

Action 2*

Deb to work with Laura to create club coach training

Action 3

Deb will visit a low member club each week to see how the district can help and contact the necessary people to help. Clinton Hunt will also be doing some club visits to low member clubs.

Action 4

Action 5

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?*

Each action will be as soon as possible in the new year. It will be an on going effort that will be tracked monthly.

Action 1*

Begin immediately and will continue throughout the year

Action 2*

Begin immediately and monitored each month

Action 3

Action 4

Action 5

Club Growth

Situational Analysis

What is the current situation in the district? How many clubs did the district add last year? Does the district have special challenges? (One situation might be that members in the district don't know how to generate interest in new clubs.)*

10 clubs were lost last year. 7 New clubs were added. for a net loss of 3 clubs. We had 5 clubs with fewer than 8 members. We need to focus on building more clubs. We also will be focusing on the low member clubs so that we do not lose any clubs. We have 49 clubs 12 and under and 44 clubs 13-19. To be President Distinguished we need to have a net growth of 8 new clubs.

93/146 clubs below charter strength.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as appointing a club extension chair to pursue leads and scheduling demonstration meetings.)*

We are implementing a program to train club coaches and club mentors. The club coaches will help build up the 12 and under clubs so we do not lose any more of them. The Club mentors will help us make sure that new clubs are stronger after they are chartered so we do not lose any of them.

Action 1

Connect with the current leads

Action 2

Analyze the low member clubs and take the appropriate action

Action 3

Work with Area Directors

Action 4

Program Quality Director to work with a program for low member clubs

Action 5

Resources

What people, equipment, meeting places, and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include a club extension committee, a demonstration team, and infokits@toastmasters.org.)*

Zoom meetings
 Club Extension Chair
 Club Retention Chair
 Club Coach Chair
 Club Mentors Chair
 New club Demo chair

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?*

Deb Luu (Club Growth Director)

Action 1*

Find Chair for each team

Action 2*

Keep Marketing the benefits of the Club Coach program

Action 3

Train club mentors using a virtual club mentor program

Action 4

Action 5

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?*

By September 30th all Chairs will be selected and training will be under way.

Action 1*

September 30th 2019

Action 2*

Continuous

Action 3

Start by October 1st 2019

Action 4

Action 5

Distinguished Clubs

Situation Analysis

What is the current situation in the district? What percent of district clubs are typically Distinguished? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that members in the district don't know how to achieve success.)*

We did not have a great year in 2019-20, Only 43 clubs out of 157 clubs were distinguished. There was not a defined strategy on encouraging clubs to be distinguished. It came in late. We lost 2 division directors so the district leadership was diverted. DCP is not well known among newer clubs.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as training all area and division governors on the Distinguished Club Program.)*

We will be using DCP as a tool to understand which clubs need help. Since some clubs don't see how the DCP helps them, we need to address how this can be a positive KPI (key performance indicator). This includes training more on the Pathways program, connecting with guests and members, and creating a strong club culture.

We will also work with Division Directors to promote DCP, Distinguished division and areas.

Use Robert O Donnell's report as a reference tool

Utilize the Area Director's report (TODO List) from additional reports from Dashboard.

Action 1*

Offer Virtual Training to TI approved clubs in R1 & R2

Action 2*

Offering many educational sessions during the TLI

Action 3

Focusing on the educational program and connecting with guests and members.

Action 4

Enabling Area Directors and Division Directors with resources to hold officer trainings

Action 5

Track DCP throughout the year

Resources

What people, equipment, meeting places, and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include area and division governors and the Distinguished Club Program and Club Success Plan (Item 1111).)*

Resources we can utilize include: ADs, DDs, DOT/DEC meetings, club officer training, Moments of Truth (MOT), MOT incentive (?????), TLI, AD club visits.

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?*

Program Quality Directors

TLI Co-chairs

Division Directors

Area Directors

Action 1*

Train the Trainers

Action 2*

TLI co-chairs, Division Directors, Program Quality Directors, educational session presenters

Action 3

Program Quality Directors, Division Directors, Area Directors

Action 4

Program Quality Director, District Director, TLI co chairs

Action 5

Instant recognition (triple crown) and notes of recognition

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?*

Progress will be tracked through Club Officer Training attendance sheets, Area Director & Division Director training submitted to Toastmasters International, and Area Director club visit reports.

Action 1*

6/1/2019-8/31/2019 and 12/1/2019-2/28/2020

Action 2*

Aug TLI and Feb TLI

Action 3

monitor progress throughout the year

Action 4

Action 5

Additional Goals

Situational Analysis

What is the current situation in the district? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that areas and divisions have reached their maximum capacity causing service to the members to suffer and limiting leadership opportunities.)*

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as *assigning an alignment committee to determine best options for realignment and collaborating with the nomination committee to identify leadership opportunities.*)*

Action 1*

Action 2*

Action 3

Action 4

Action 5

Resources

What people, equipment, meeting places, and money does the district have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal? (Resources might include past district directors, area and division director, the district website, and a nomination committee.)*

Assignments

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?*

Action 1*

Action 2*

Action 3

Action 4

Action 5

Timetable

When will each action item begin? When will each action item be complete? How will progress be tracked?*

Action 1*

Action 2*

Action 3

Action 4

Action 5

