

District One Toastmasters – Mary G. Russell, DTM, District Governor for 2006-07



EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ACHIEVING A DISTINGUISHED DISTRICT..BUT WERE AFRAID TO ASK!

Timetable for Success

(Note: pmk = postmarked by x/x; also due by 10th of next month; WHQ = Toastmasters World Headquarters)

June:

- following District Conference & elections
- Select appointed Officers/Committee Chairs
- Division/Area Gov. Training (goal: 85%+ trained)
- Club Officer Training
- Top 3 Training at Regional Conference
- Set District Goals via District Success Plan
- Prepare "Minimum Requirements" due at WHQ 7/15:
 - List of all Elected/Appointed District Officers
 - Signature Card with list of District bank accounts
 - List of Clubs in District by Division and Area
 - Calendar of District events for the year
- Select and order stationery and other supplies for year

July:

- New administration takes office July 1
- 1st Executive Committee Meeting – mission-focused
- Begin new club prospecting and organizing activities
- District and Clubs prepare for speech contests

August:

- Complete Club and District Officer training by 8/31
- Year-end Audit from prev. Dist. Admin. due WHQ 8/31
- Charter as many clubs as possible by Sept. 30 – get triple payments: members pay Oct. and Apr. dues
- Attend Toastmasters International Convention
- Club Speech Contests

September:

- District Success Plan due WHQ pmk 9/30
- Div./Area Gov. Training Report due WHQ pmk 9/30
- District Budget due WHQ 9/30
- Club Officer Training Reports due WHQ pmk 9/30
- Review first District Perf. Rpt. (DPR): covers July/Aug. Area and Division Speech Contests (into October)

October:

- Semiannual reports due at WHQ by 10/10 for clubs
- Follow up on overdue Semiannual reports
- Treasurer's Rpt. for 7/1-9/30 to Dist. Gov./WHQ 10/31
- Area Gov. Visitation Reports to Dist. Gov. by 10/31
- District Conference: Business Mtg./Speech Contests
- District Council/Bus. Meeting (hold before Dec. 1):
 - Report of Audit Committee
 - Adoption of District budget for the year
 - Presentation of most recent Treasurer's Report
 - Confirmation of appointed District Officers

November:

- Semis due to WHQ by 11/15 for Dist. Area
 - Area Visitation Reports pmk by 11/30 for Dist. Area
 - Weekly-meeting Clubs elect officers
 - Prev. year District Financial records due WHQ 11/30
- (continued on reverse side)

Critical Success Factors

(Note: For all Distinguished criteria, when calculating goals based on percentage factors, if result contains a fraction, goal is rounded to the lower whole number*.

Example: 3% of 90 = 2.7; goal is adjusted to 2.)

*Exception: calculating areas for Distinguished Division

Distinguished District:

Planning & Training: Submit District Success Plan and Area/Division Governor Training Report (at least 85% trained) due WHQ pmk 9/30

Membership Growth (dues payments): increase of at least 2% over prev. year-end memb. pymt. total

Net Clubs: increase of at least 3% over previous year-end number of clubs

CTM's/CC's : equal or exceed 3.5% of prev. year member dues payments

ATM's/AC's : equal or exceed 1.0% of prev. year member dues payments

The 6 Districts with the highest overall point totals (see reverse for how points are determined) are designated

President's Distinguished. The 6 Districts with the next highest point totals are **Select Distinguished.**

Distinguished Division:

No net club loss from beginning year club base
50% Distinguished Areas (rounded up if fraction)

Select Distinguished Division:

No net club loss from beginning year club base
75% Distinguished Areas (rounded down if fraction)

President's Distinguished Division:

Achieve goals for Select Distinguished Division
Net growth of one club or more

Distinguished Area: (achieve at least 4 of following)

75% October semis to WHQ received by 11/15

75% April semis to WHQ received by 5/15

Average of 1.75 CTM's/CC's per club by 6/30

Average of 0.5 ATM's/AC's per club by 6/30

60% Clubs at 20+ membership by 6/30

Select Distinguished Area:

Achieve all 5 goals for Distinguished Area

80% of 1st Club Visitation Rpts. pmk to WHQ by 11/30

80% of 2nd Club Visitation Rpts. pmk to WHQ by 5/31

60% of Area Clubs become Distinguished Clubs

President's Distinguished Area:

Achieve goals for Select Distinguished Area

Net growth of one club or more

Managing for Success

The most important goal for a Top 3 District Officer is to fulfill the **Mission of the District**, defined by

Toastmasters International as follows:

"The mission of the District is to enhance the performance and extend the network of Clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- ❖ Focusing on the critical success factors as specified by the District educational and membership goals.
- ❖ Insuring that each club effectively fulfills its responsibilities to its members.
- ❖ Providing effective training and leadership development opportunities for Club and District officers."

Making the District mission a reality involves several key processes, to be performed throughout your year:

- Establish clear, measurable goals in the critical success factors: membership building/retention, club extension, educational accomplishments, and training.
- Develop a plan that includes strategies for achieving District goals. Each Division and Area should be encouraged to develop its own management plans which complement District goals.
- Train Division, Area, and Club officers, giving them the tools to achieve success.
- Provide the necessary support and assistance so that every Club meets its members' needs.
- Effectively budget resources: time, money, materials, and most importantly, people.
- Conduct successful conferences and speech contests.
- Recognize and reward achievement.

The late, great Head Coach of the Green Bay Packers, Vince Lombardi, was once asked how he was able to win so many games and NFL championships with such a relatively small number of game plays. He replied: "It's hard to be aggressive when you're confused".

For a simple, aggressive focus on District goals:

1. Pick the right people to assist you right from the start.
2. Stay focused on the District mission – avoid getting sidetracked on activities and concerns that do nothing to support your Distinguished goals.
3. Delegate and follow up – your results are achieved through coordinating the work of your team, not by trying to do it all yourself. *Follow-up is essential!*
4. Stay in touch constantly with your team, so that your staff is aware of and committed to your goals.

District One Toastmasters – Mary G. Russell, DTM, District Governor for 2006-07

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ACHIEVING A DISTINGUISHED DISTRICT...BUT WERE AFRAID TO ASK!

Timetable for Success

(continued from first page)

(Note: pmk = postmarked by x/x; also due by 10th of next month; WHQ = Toastmasters World Headquarters)

December:

Club Officer Training
Area Governors begin 2nd round of Club visits
Prepare for midyear audit (due WHQ 2/15)
Treasurer's Report for 7/1-11/30 to Dist. Gov. by 12/31

January:

Midyear Regional Meeting for Top 3
Review District goal status for first 6 mos., adjust plan
Treasurer's Report for 7/1-12/31 to Dist. Gov. by 1/30

February:

Midyear Audit due WHQ 2/15
Complete Club and Officer training by 2/29
Order trophies & certificates for Dist. Speech Contests
Treasurer's Report for 7/1-1/31 to Dist. Gov. by 2/29
Club Speech Contests

March:

Semiannual reports for April received by clubs
Proxies mailed to clubs by 3/31
Treasurer's Report for 7/1-2/29 to Dist. Gov. by 3/31
Club Officer Training Reports due WHQ pmk 3/31
Area and Division Speech Contests (into April)

April:

Semiannual reports due at WHQ by 4/10 for clubs
Follow up on overdue Semiannual reports
Treasurer's Rpt. for 7/1-3/31 to Dist. Gov./WHQ 4/30
Area Gov. Visitation Reports to Dist. Gov. by 4/30

May:

District Conference: Business Mtg./Speech Contests
District Council/Bus. Meeting (hold before June 1):
Report of Midyear Audit Committee
Approval of District Club Alignment for upcoming yr.
Presentation of most recent Treasurer's Report
Election of District Officers for upcoming year
Semis due to WHQ by 5/15 for Dist. Area
Area Visitation Reports pmk WHQ 5/31 for Dist. Area
Treasurer's Report for 7/1-4/30 to Dist. Gov. by 5/31
Clubs elect officers
Follow up on overdue semiannual reports
Club Presidents receive Club Officer Kits
LGET receives Club & District Officer Training Kits

June:

Report all membership, new club, educational accomplishments, and any other relevant info. to WHQ for inclusion in the Distinguished District, Division, Area, and Club Programs. pmk by 6/30
Follow-up on overdue semi reports: due WHQ 6/30
Prepare for District Year-end Audit (due WHQ 8/31)
Treasurer's Report for 7/1-6/30 to Dist. Gov. by 6/30
Annual Membership Program ends 6/30
Current District Governor votes proxies at Regional Conference – newly elected D.G. gets Intl. proxies
Transfer all District records to new administration
New Administration: See "June" listing on reverse side for additional activities

Contacting T.I. World Headquarters Staff

Phone : 1-949-858-8255 Fax: 1-949-858-1207

Website: www.toastmasters.org

Email: *@toastmasters.org

Address: P.O. Box 9052, Mission Viejo, CA 92690-9052

Executive Director – Donna Groh, dhgroh@*

Mgr., Operations & Admin. – Nancy Langton, nlangton@*

Mgr., Mktg. & Comm./Deputy E.D. – Daniel Rex, drex@*

Mgr., Educ. Programming, Debbie Horn, dhorn@*

Mgr., Publications & P.R., Suzanne Frey, sfrey@*

Controller, Finance, Jane McPherson, jmcpherson@*

Visit the District One website: www.TMDistrictOne.org

Distinguished Club Program

10 Goals for Distinguished Club:

1. Two CTM's or CC's
2. Additional two CTM's or CC's
3. One AC-B, AC-S, or AC-G (or ATM-B,S,G)
4. One addl. AC-B, AC-S, or AC-G (or ATM-B,S,G)
5. One CL, AL-B, AL-S, or DTM (or AL prev. system)
6. One addl. CL, AL-B, AL-S, or DTM (or AL ")
7. Four new members
8. Four additional new members
9. Minimum four officers trained each training period
10. One semi and one officer list submitted on time

Membership Requirement for Distinguished:

At year-end Club must have:

- ◆ 20 or more members, OR
- ◆ Net growth of at least five new members

Recognition:

- ◆ Club must meet membership requirement
- ◆ Achieve 5 of 10 Goals = Distinguished
- ◆ Achieve 7 of 10 Goals = Select Distinguished
- ◆ Achieve 9 of 10 Goals = President's Distinguished

Communication & Leadership Tracks

!! New C&L System as of 07/01/2006 !!

(grace period thru 06/30/2008 for option to use previous C&L system)

Communication:

CC (Competent Communicator): Complete all Projects in the Competent Communication Manual:

(all 5 to 7 minutes except where noted otherwise)

- 1) Icebreaker – 4-6
- 2) Organize Your Speech
- 3) Get to the Point
- 4) How to Say It
- 5) Your Body Speaks
- 6) Vocal Variety
- 7) Research Your Topic
- 8) Get Comfortable With Visual Aids
- 9) Persuade with Power
- 10) Inspire Your Audience- 8-10

Advanced Manuals for AC-B, AC-S, and AC-G:

The Entertaining Speaker	Speaking to Inform
Public Relations	The Discussion Leader
Specialty Speeches	Speeches by Management
The Professional Speaker	Technical Presentations
Persuasive Speaking	Communicating on TV
Storytelling	Interpretive Reading
Interpersonal Commun.	Special Occas. Speeches
Humorously Speaking	

AC-B (Advanced Communicator-Bronze):

- ◆ Achieve CC (or CTM)
- ◆ Complete 2 Advanced Manuals

AC-S (Advanced Communicator-Silver):

- ◆ Achieve AC-Bronze (or prev. Able TM or ATM-B)
- ◆ Complete 2 Additional Advanced Manuals
- ◆ Complete any 2 programs from "The Better Speaker Series" or "The Successful Club Series"

AC-G (Advanced Communicator-Gold):

- ◆ Achieve AC-Silver (or prev. Able TM-Bronze or ATM-S)
- ◆ Complete 2 Additional Advanced Manuals
- ◆ Conduct Success/Leadership, Success/Comm., or Youth Leadership Program
- ◆ Coach a new member with first 3 speech projects

Leadership:

CL (Competent Leader): Complete all Projects in the Competent Leadership Manual:

- 1) Listening & Leadership
- 2) Critical Thinking
- 3) Giving Feedback
- 4) Time Management
- 5) Planning & Implementation
- 6) Organizing & Delegating
- 7) Developing Your Facilitation Skills
- 8) Motivating People
- 9) Mentoring
- 10) Team Building

Communication & Leadership Tracks

Leadership (cont'd):

AL-B (Advanced Leader-Bronze):

- ◆ Achieve CL (under new system)
- ◆ Achieve CC (or CTM)
- ◆ Serve at least 6 mos. as Club Officer, and participate in preparation of a Club Success Plan
- ◆ Participate in District-sponsored Club Officer Trng.
- ◆ Conduct any 2 programs from "The Successful Club" and/or "Leadership Excellence" series

AL-S (Advanced Leader-Silver):

- ◆ Achieve AL-B (or prev. Competent Leader)
- ◆ Serve complete term as District Officer (Dist. Gov., LGET, LGM, PRO, Treas., Secy., Div./Area Gov.)
- ◆ Complete the High Performance Leadership Prog.
- ◆ Success as Club Sponsor, Mentor, or Coach

DTM (Distinguished Toastmaster): Achieve AC-G (or prev. ATM-G) AND AL-S (or prev. AL)

Calculating Your District Point Standing

The "Distinguished District by Points" report rankings are calculated based on estimates of year-end performance.

Memb. Pymts.: 4 pts. + 1.5 pts. for each 1% over goal

Clubs: 4 pts. for goal + 2 pts. for each addl. new club

CC's: 5 pts. + 2 pts. for each 1% of member base by which number of CC's exceeds goal (basic goal=3.5%)

AC's: 5 pts. + ½ pt. for each 0.1% of member base by which number of AC's exceeds goal (basic goal=1%)

% Disting. Clubs & Areas (same formula): 1 point if 30-34%; 1 addl. pt. if 35-39%, etc. to a max 10 pts. if 75%+

Leadership: 1 point if ratio of (total of CL's, AL's, & DTM's) to # clubs in beginning year base is 50-54%; 1 addl. pt. if 55-59%, etc. to a max 10 pts. if 95%+

TRAVEL REIMBURSEMENT POLICY

Any reimbursement for travel to District Officers must be included in the District Budget. Districts are allowed (but not required) to reimburse the following expenses: Intra-District travel for District Officers

Travel, Conference Registration, and Lodging for the Current District Governor at Regional Conference
Conference Registration and Lodging for newly-elected District Governor, LGET, and LGM at Regional Conference

Travel, Meeting Registration, and Lodging for the Top 3 at Midyear Regional Meeting

Travel, Conference Registration, and Lodging for the Top 3 and IPDG at Intl. Convention, excluding what Toastmasters Intl. covers (see below)

Toastmasters International covers the following:

Travel for the newly elected Top 3 to Regional Conf.

Travel for the Intl. Speech Contestant to Regional

Travel, Registration, and 2 Intl. Contest tickets for the Intl. Speech Contestant at Intl. Convention

Travel, Registration, \$30 per diem, 1 ticket to Pres.

Dinner Dance for the District Governor at Intl.

½ Travel to Intl. Convention for LGET; applies to LGM only if LGET is not going to Intl.

District Reserve Account Requirements

Following must be on file at WHQ by date indicated before the District Governor may requisition funds.

July 1 – list of elected and appointed officers, bank signature cards, calendar of District Events for year, list of Clubs in the District by Areas

August 31 – Year-end Audit for preceding District year

September 30 – District Budget, District Success Plan

October 31 – Treasurer's Report for 7/1-9/30

November 30 – Financial Records for prev. Dist. yr.

February 15 – Midyear Audit covering period 7/1-12/31

Acknowledgment to the District Leadership Handbook (#222) for source material. -Prepared by Phil Taylor, DTM, PID