



**Tips on
Being a
Division Governor
In District 69**

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Being Division Governor in District 69

Congratulations on taking on, or considering, the role of Division Governor. This can be a tremendously rewarding role. You will have great opportunities to grow your leadership skills, particularly in the area of leading a team. You may face some challenges during your term that you're not sure how to handle. The joy of facing such challenges in the Toastmasters environment is the knowledge that you're not on your own. There is an enormous support team for you to turn to. Don't be afraid to ask for help. This document is intended to be an outline of your role. But it will be you who adds the colour to your term.

Minimum requirements for Division Governor:

- Must have served at least 6 consecutive months as a member of a district council, ie served as President or VPE of a club.

Responsibilities:

- Provide motivation, guidance, and supervision to area governors to help them fulfill their roles and responsibilities.
 - Contact area governors at least monthly to discuss:
 - Progress toward goals in the Distinguished Area Program.
 - Follow-up on club visits.
 - Helping all clubs achieve distinguished club status.
- Serve as division council chair.
 - Hold at least two Division Council meetings each year, and have the following topics on the agenda:
 - Discuss each area's plans, goals, and progress in the Distinguished Area Program and the need for assistance from the division governor and district.
 - Discuss division clubs' plans, goals, and progress in the Distinguished Club Program as well as the need for district/division/area assistance.
 - Review club officer training plans and achievements.
 - Discuss plans for division speech contests.
- Achieve Distinguished Division status.
 - Assist area governors in the achievement of Distinguished Area status.
 - Assist clubs in the achievement of Distinguished Club status.
 - Participate in division governor training provided by the district.
- Coordinate division speech contests.
- Report regularly to the district governor and lieutenant governors on division progress.

You are also:

- A member of the executive committee and District Council with voting rights.
- Required to uphold the bylaws and policies of Toastmasters International and the District Administrative Bylaws, following them to the best of your ability.

- Required to serve under the direction of the District Governor and receive guidance from Lt. Gov. Education & Training, Lt. Gov. Marketing and Public Relations Officer.

Managing Area Governors

Area Governors are appointed by the District Governor. However if you are nominating for Division Governor prior to elections at District conference, consider who you would like to have on your team as Area Governors. Encourage them to nominate for the role. You then have the opportunity to start your term with a committed and vibrant team raring to go!

Division Governors need to be in contact with Area Governors at least once a month but once a fortnight would probably be better. AGs may need assistance/encouragement with creating their Area plan, club visits and reports. The division governor needs to be available and try to respond immediately if contacted with questions or issues whether phone or email. We must remember that all our officers whether club, area, division or district are volunteers.

Division Governor also needs to be very aware of the demands on the AGs and keep requests and expectations to a minimum. Whilst nothing replaces a face-to-face meeting, teleconferences work well and don't require travel time! Skype may not give particularly good reception on groups. A teleconference provider can work well. The teleconference can be structured to minimise impact on family life.

The teleconference provider Hot Air have special rates for no- for-profit groups.

Contact: Hot Air Conferencing Main number: 1800 157 313

Creating a Division Team

As with all Toastmaster roles, you are a volunteer. You will have other demands on your life outside of Toastmasters. It is important that you enjoy your leadership role and therefore it is important that you manage the role and its workload. Creating a supportive and committed team around you will help. Some suggestions are:

Division Treasurer – looks after the division funds which also incorporate Area funds.

Needs to be financially proficient.

Division Secretary – looks after division correspondence and minutes of division council meetings. May look after mailings to all clubs and/or all members. Needs to be proficient in admin skills and IT literate.

Training Officer - (not required if District is running the TLI program) works in conjunction with division governor; organises the division training. (Division Governor organises venue.) Needs awareness of training needs and be good organizer. See section on Training.

Division PR – looks after division newsletter. See separate item on newsletter. May prepare flyers/rego forms for division conference. Needs to be desk top savvy, IT literate.

Division Marketing – Can be part of PR role. Work with AGs and clubs to promote and market their clubs, particularly with clubs below charter strength/struggling with membership issues. Can also co-ordinate with the Lt. Governor Marketing. Needs to be marketing savvy.

Training

District Officer Training

District Training dates will be in the District Directory and on the website. Usually there are 3 District Officer training dates: June, January and April – these will require reports from all officers. There will also be District council meetings at Semi Annual and District conventions – reports will also be required for these meetings.

The format for a Division report should be statistically based – ie number of members, active members, CCs, ACs and Leadership awards etc attained plus any new clubs, closures etc. A good format is a table showing results by area and a paragraph underneath on highlights.

Example of Division Report for District executive council meeting:

Area	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Clubs	6	5	5	4	5	5
Current M'ship	113	122	83	82	83	93
Club Coaches	Nil	Nil	Nil	Nil	Nil	Nil
Actual/needed	Nil	Nil	1 club	Nil	Nil	Nil
New members	28	27	11	13	11	30
Demo Meet'gs	3 Feb '10 Club name	20 Jan '10 Club name	Nil	Nil	Nil	Nil
New clubs (IF)			Club name	1. Club name 2. Club name	Club name	Club name
CC's	6	5	1	5	6	1
AC's	1	4	1	0	0	1
CL's / AL's/ DTMs	2	7	2	1	1	0
Speechcraft	1 corporate speechcraft completed for XYZ. Give dates of speechcraft					

Club Officer Training

Division is responsible for the two Club Officer Training sessions. If the District is not operating TLI (Toastmasters Leadership Institute) as part of its programme then the division governor needs to organise a training co-ordinator as a member of the team. Obviously the officers need to work together but ultimately the Division Governor owns the training.

Usually the two officers will work together on dates/timing and programme content and direction.

- Two Club Officer Training (COT) sessions: June/July/Aug at start of the year and Dec/Jan/Feb, mid year. First session usually addresses responsibilities of club officer roles; second session usually reviews performance, successes and areas of concern. Clubs earn DCP points for 4 officers attending.
- TLI officer or Training Co-ordinator organises trainers and training sessions and advertising the event/program and registration form with payment options.
- The division governor organises the venue/s, costing, catering, information on District and/or division website. Also promotes the training to clubs through the Area Governors, who should promote the training direct with the clubs. The Division Governor may also promote directly to the clubs and through Division newsletter.
- You may require someone to receive registrations prior to the event for numbers and any catering. This can be Division Secretary, Treasurer, Trainer or a separate role.

On the day:

- Division Treasurer required to receive monies & issue receipts for those paying that day
- Registration sheets are required for sign in of club officers, by Area, by Club. **These are a vital record and should be kept by Division Gov. for a number of months** as there may be disputes later on regarding who attended, or disputes with TI on points allocated.
- Area Governors are usually asked to man the registration table for their Area, greet their clubs plus ensure signatures are collected for club executives attending.
- Area Governors are asked to encourage their club executive officers to attend.

Ensuring that club officers have the opportunity to be trained is an important part of the division governor role. It ensures that club officers have an opportunity to grow their leadership skills. It also means they have a better handle on what their role involves, which in turn has a positive effect on club performance! It is also part of the Distinguished Club Plan, helping the club achieve their goals. This flows on to Area, Division and ultimately District goals.

Some divisions offer their club officers more than one option per training period. This flexibility is valuable as, due to work or family commitments, not all club officers will be able to attend if a single training date/time is offered. Offering a range of options means more club officers can attend training and a higher success rate of club officers trained can be achieved. It is being aware of your 'customers' needs.

Example: Metro division has a mix of community and corporate clubs. Corporate clubs prefer after-work activities rather than weekend activities. So Metro division holds 2 evening training sessions, 1

city based and 1 suburb based, focusing on club officer roles, **plus** a weekend training incorporating educational sessions for all club members as well as club officers. Offering 3 different training dates resulted in increased numbers of club officers trained.

Conferences

Area Council Meetings and Conference:

Each Area Governor is required to run at least two Area Council Meetings – one of these can be simply a meeting of their Club Presidents, VP Education and VP Membership at a home or other venue.

They should also run a council meeting at their Area Conference. Area Conferences should be structured to break even or make a small profit only. Care should be taken to not lose money but they are not expected to be fund raisers. Costs should be kept to a minimum to ensure and encourage members to attend. It is expected the division governor will attend their Area conferences, probably as a judge.

Experience has demonstrated that city / corporate club members again prefer evening venues for area competitions rather than weekends. There has been great success in getting corporate clubs involved in contests by holding their competitions split into two evening sessions, straight after work at a city location: e.g. Humorous/Table Topics and International Speech/Evaluation.

Division Council Meeting and Conference

Division Governor is required to run a division conference at which there will be a formal council meeting, the semi-finals for the 4 competitions and probably an educational session. Realignment may be required at the council meeting if the division has acquired or lost clubs. The realignment proposal needs to be circulated to division clubs prior to the council meeting with time for them to consider and respond to the proposal prior to the meeting:

Conference:

- To complete the programme in 1 day normally requires a min. time of 8.30 – 4.00/4.30 pm plus set-up and break down time.
- It's suggested that the venue and date are organised by end of August for Feb/March of following year and placed on the D.69 website. Venues get booked out quickly.
- Costing of a division council meeting should be break even/minimal profit, again costed to encourage members to attend. Half day and full day rates should be offered. Obviously make full day rate the most attractive.
- History in divisions will indicate what numbers to expect. However plenty of prior notice and promotion, plus exciting educational sessions, can generate great enthusiasm.

- District will allocate the Chief and Assistant Chief Judge. All other judges are the responsibility of the Division Governor.

Division Governor – Club Visits

Clubs enjoy the division governor making visits – they see it as an honour. In addition the division governor needs to be seen and promoting the wider family of Toastmasters. The Division Governor should co-ordinate any club visit with the Area Governor to ensure you are not treading on their toes.

The Area Governors may ask the Division Governor for assistance with clubs having issues: e.g. membership strength, membership building ideas, personality clashes within clubs/club exec. If an Area Governor is unable to make a club visit for some reason, eg ill health, work commitment etc, you can offer to make that club visit and prepare the report on their behalf.

In your role as Div.Gov you will also be required to make a number of presentations such as the plenary session at the training meetings, at club visits and Area conferences. It's a good idea to have something in your back pocket already prepared or dot points to talk about. Expect to be thrown the impromptu speech request, "and now our Division Governor will tell us about what is happening in the Division and District"! Always carry a CC manual with you and put your speech to a CC speech. You will complete an extra CC easily during your year of office. You can then give this to your home club/s. It is also an extra CC for District numbers.

Division Newsletter & Division Website

A division newsletter is a good idea and by having each Area contribute their section (as little as 120-150 words) helps a division to be more cohesive. It also helps members to see the wider family of Toastmasters and understand its structure. Newsletters could be every quarter, plus e-flyers where special information or motivating news needs to be broadcast.

A division website can be a good tool to provide specific information on division vision, news items, special events and training. Each Area could have a separate page for their promotions and news. However it does need to be constantly updated to be a viable tool. It would need someone who is IT/website savvy to manage it plus the co-operation of the Area Governors to provide updated information when requested.

Membership Building Opportunities

Toastmasters International encourages clubs to participate in a number of membership building campaigns throughout the year. The greater the membership growth in the first half of the year the greater points allocated to District. This is because TI can expect to receive two sets of membership fees for a member enrolling early in the year; only one set of membership fees when enrolling in the second part of the year.

Smedley Award: 1 August to 30 September

Encourages clubs to enrol 5 plus new, dual or reinstated members in this time frame. The membership join date must be within these dates. Club receives a ribbon for their banner.

Talk Up Toastmasters: 1 February to 31 March

Clubs that add 5 new, dual or reinstated members with their join date during these months receives a ribbon for their banner.

Beat the Clock: 1 May to 30 June

Clubs that add 5 new, dual or reinstated members with their join date during these months receives a ribbon for their banner.

Speechcraft Course

Running a speechcraft course in your local community has many benefits for the club and its members.

- It raises the profile of Toastmasters in the local community
- Most Speechcraft courses can take up to 10 members. If the club can convert 50% of participants they will have achieved more than one DCP goal. Higher conversion rate puts the club closer to two DCP goals (4 new members and another 4 new members).
- Club members participating in the speechcraft course as a presenter have the opportunity to grow their presentation skills.
- Club members participating in the speechcraft course have the opportunity to revise their communication skills, whether participating actively or passively.

Success Leadership, Success Communication Series and Youth Leadership:

These programmes can be targeted to the general public in a community and can be run by a club member looking to achieve their Advanced Communicator Gold Award. (See TI website for more details on these programmes)

Suggestions and Calendar Items for Division Governors

Constant: Be aware of the District goals and plans so that Division and Areas can support these. Ask the Trio to share what their goals and timing are if you're not told at District Officer training.

Encourage clubs to work on membership retention as well as membership growth throughout the year. Keeping the customer we have is much easier than going out and finding new ones. Encourage clubs to run a Speechcraft course early in the TM year. It promotes Toastmasters in their area and can boost membership.

Look for areas where new clubs can be formed. Work with New Clubs Officer.

Check Division progress and reports on-line regularly, especially Renewals and Club Officer Lists etc. These are updated daily when due. Time difference between continents gives Australian districts the advantage for follow up prior to deadline.

Consider writing to all new club members introducing yourself and the wider family of Toastmasters. Details are available in excel spreadsheet format from D.69 New Member Kit Officer. You need to sort details for each division (search on club # shown on excel list with TI distinguished club site on line). Delete what's not yours!

Look for suitable candidates as your replacement. Encourage them to nominate. Encourage AGs to find suitable candidates to nominate for role.

Be aware that you are leading a team of volunteers. We need to be aware of what motivates our team and remember that the way we speak to paid employees should be different from the way we interact with volunteers.

Suggested Calendar of Events

- May/June** Confirm have Area Governors for all Areas
- June** Have a hand over meeting with outgoing Division Governor
Have a strategic planning meeting with incoming Area Governors
 Consider budget for division. District Treasurer will probably ask for plan.
 Check all information and records are handed over and in order.
 Have planning meeting with Division Team (could flow on from AGs meeting)
 Book July Club Officer Training if not booked by outgoing team. Set dates for January sessions.
 Plan Club Officer Training details/sessions. Training Officer to get dates/details out ASAP
Encourage AGs to consider venues for Area conferences.
Plan division newsletter for early in July following District training.
Outgoing District team should be encouraging club officer lists to TI – **deadline June 30**
- July** Attend District training, encourage AGs to attend as a team
Hold Club Officer Training as soon as possible. Can be held in June.
1st Newsletter-introduce team & vision for division, remind about Smedley Award
Get AGs to follow up with clubs who haven't submitted club officer lists.
Encourage AGs to start their first round Club visits
- August** Get AGs to encourage clubs to participate in **Smedley Award. Deadline is Sept.30**
Book venue for division conference February/March following year.
Encourage AGs to support clubs to hold contests.
Support AGs in preparation for area conferences-Div.Gov attend/be a judge. Timing should be last w/e in Sept through to 1st w/e November inclusive.
Encourage AGs to work on first round club visits **complete by Oct.30**, submit online reports **deadline Nov.30**
Encourage AGs follow up with clubs get renewals notice out, clubs receive invoice from TI.
First round Club Officer training should be completed by August 31.
- September** Preparation for next newsletter
Club Membership renewals to **TI by 30 Sept. deadline for DCP points**
Attend Area Governor conferences where possible
Encourage AGs to complete 1st round club visits **by Oct.30**, submit online reports **deadline Nov.30**
- October** Release next quarter division newsletter
Create Division conference organising team.
Attend Area Governor conferences where possible
Division needs to give report for Semi-Annual conference
 AGs will need to provide reports for Semi Annual
 Clubs should receive Notice of Meeting and proxies for Semi Annual from District
AGs to complete first round club visits **complete by Oct.30**, reports online **deadline Nov.30**
- November** AGs confirm to Division Governor names of contestants for next round
 Div.Gov confirm by letter to contestants date & venue of division conference.
Encourage AGs to complete online reports **deadline Nov.30**
Attend Semi-Annual Conference & District executive meeting-usually mid Nov.
Start planning division conference—particularly costing. Prepare flier & registration form.
Work with Training Officer on next round of Club Officer Training. Book venue.
Nov/Dec. – get Training Officer to send out flier/registration for COT Dec or Jan/Feb.
- December** Send E-flier to all clubs giving details of division conference – dates, venue, costs.
Continue preparation of conference details, judges, etc.
Prepare District exec meeting report.
Prepare for next newsletter
Consider meeting with AGs before year end. Review COT/club attendance. Can be a Council meeting.
Encourage AGs to plan 2nd round club visits & reports—**January-April 30**, reports deadline **May 30**
Can hold second round COT in December rather than in new year.

- January**
- Attend District Officer Training
 - Encourage AGs to attend training as a team
 - Confirm venue and catering arrangements for Club Officer Training for division
 - Encourage candidates for division and area governors to nominate for role.
 - Send out next newsletter – include information on division conference.
 - Encourage AGs to start 2nd round of club visits and reports—**complete by April 30**, submit reports deadline **May 30**
 - Advise all clubs of proposed realignment plan if this is required.
 - Get AGs to encourage clubs to work on membership retention – renewals due in March.
 - Remind clubs that Toastmasters Week is a great time for promotion of TM
- February**
- Hold division conference February/March
 - Hold Division Council meeting as part of conference
 - Compile any club responses on proposed realignment and revise if required
 - Present any realignment proposal at Division conference
 - Encourage AGs to work on 2nd round of club visits and reports—**complete by April 30**, submit reports deadline **May 30**
 - Encourage candidates for division and area governors to nominate for role.
 - Membership renewals sent to all clubs from TI-encourage AGs to work with clubs on membership retention and renewals
 - Toastmasters Week celebrations
 - TI promotion ‘Talk Up Toastmasters’ **starts Feb. 1 – finishes March 31.**
- March**
- If division conference March
 - Hold Division Council meeting as part of conference
 - Compile any club responses on proposed realignment and revise if required
 - Present any realignment proposal at Division conference
 - Encourage AGs to start 2nd round of club visits and reports—**complete by April 30**, submit reports deadline **May 30**
 - Prepare for next newsletter-division conference results can be included
 - Encourage clubs on membership retention. Membership renewals due TI - **online deadline March 31**
 - Prepare report for April District executive meeting.
- April**
- Attend District officer training and District executive meeting.
 - Division & AGs need to submit reports for Annual District Council meeting.
 - Send out next newsletter-include details on District conference, District training, goals outstanding.
 - Encourage AGs to finish 2nd round club visits and reports—**complete by April 30**, submit reports deadline **May 30.**
 - Clubs should receive details from TI on international convention and proxies.
 - Encourage AGs to talk to club executives re submitting proxies.
 - Encourage AGs to achieve Distinguished Area award.
- May**
- TI Membership building contest “Beat the Clock” **1 May to 30 June.**
 - Encourage AGs to complete reports, **online deadline May 30.**
 - District convention- usually May long weekend. Venue rotates across District
 - Includes Annual District Council meeting – reports required from Division & Area Governors
- June**
- Encourage clubs to get Club Officer lists to TI - **deadline June 30.**
 - District changeover dinner
 - Plan / book club officer training dates with incoming team. Book venues in advance.
 - Prepare hand over document and have a meeting with incoming Division Governor.
 - Encourage AGs to prepare hand over document and have meeting with new AG
 - Beat the Clock** promotion ends June 30.
- July**
- Celebrate!

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