

TOASTMASTERS INTERNATIONAL- DISTRICT 69 STRATEGIC PLANNING – ACTION TIMELINE

WHO	ACTION	TIMELINE	STATUS
LGM	Focus on Eastern Division and Metro Division as they offer the most growth potential	ONGOING	Current
Distr Dir. Ed.	Ensure that all club entries have complete and user-friendly location details.	ONGOING	
LGM	Liaise with District Chief Coach to set up and manage appropriate recognition of the club coach.	ONGOING	Clubs still being assisted as Coaches requested
LGET	Manage the publishing of a monthly list of recipients of Communication and Leadership awards on the District 69 web site.	ONGOING	Letters to individual recipients of awards. Monthly list of educational awards on website: can be a direct link to Toastmasters International website
DG	Recognise a DTM recipient at an event of the recipient's choosing	ONGOING	Presentations at SAC and WD Conference
LGM	Manage the publishing of the list of recipients of 15, 20, 25 years and onwards awards on the District 69 web site.	ONGOING	Second ½ yearly awards processed
DG	Ensure compliance with brand image (e.g. Area Governor to ensure clubs are using the new branding on their web site).	ONGOING	Monitored via Area Governors' Reports
AREA GOV	Encourage members to visit one other club per year. This to be encouraged at the Area Governor visits.	ONGOING	
LGM	Promote ideal membership strength as at least 20 members and to achieve at least 2 instances of communication per year on this subject	ONGOING	Promoted in Member Matters
District Trio	Support and promote the President Elect Training Sessions (PETS) program through Divisions which will provide leadership skills training for club Presidents, VPE and IPPs, plus Area and Division Governors.		Current
LGET	Support the achievement of 50% of club leaders (Presidents, VPE and IPP) and Presidents-elect being given the opportunity to develop their awareness of themselves as leaders. (Through use of Johari Window		D.69 website coordinator briefed to create registration page for AGs to log clubs achieving JW. Ongoing. Promoted at PETS training.

WHO	ACTION	TIMELINE	STATUS
LGET	Continue PET marketing.	ONGOING	5 of 6 divisions have training dates booked. 3 in Nthn, 2 Central, 1 Eastern, 1 Metro. Wstrn dates offered-0 booked as yet. All clubs mailed with PETs info and 2 nd mailing with registration details for Sthn, Nthn, Central & Metro. Waiting on venue for Eastern.
LGM & PRO	Lead a process to develop a set of protocols in on how new ideas are to be broadcasted for maximum effect	ONGOING	Done usually via Member Matters or email
LGET	Lead the process that results in VPMs encouraging new members to be aware of and aspire to DTM status, through TLI VPM club leader training.	ANNUALLY	VPM promoting DTM underway
LGM	Write to appropriate management personnel annually promoting Toastmasters and their organisation's club. (Suggestions could include information for new employees, TM information on intranet and presentation of Corporate Recognition Award).	ANNUALLY/ JUNE	
District Trio	Recognise clubs that retain charter strength	ANNUALL/ JULY	
DG	Recognise clubs which achieve Distinguished Club status.	ANNUALL/ JULY	
LGET	Design and implement an incentive program for "the achievement of DCP goals, 1, 3, 5 and 9 by the Semi Annual Conference". The incentive program to achieve: An understanding of the importance of the timely submission of information to TI, in Secretary and Treasurer Training, the inclusion of the D69 website and the need for effective handover to incoming officers.	JUNE 2012	

WHO	ACTION	TIMELINE	STATUS
District Executive	Explore opportunities for sponsorship for District Conferences	JUNE 2012	Part of Convention Committee's role
LGET	President Action Sheet for the Johari Window to be designed for PET's training	SEPTEMBER 2012	Completed and will be used at PETs training
LGM	Introduce incentives (e.g. Travelling Toastmaster Award) to encourage members to visit other clubs	NOVEMBER 2012	Done i.e. Club Ambassador programme etc
LGM	Identify any locality with a population of 20,000 or more that can sustain a Toastmasters Club	DECEMBER 2012	Presented via census covering all Divisions
LGM	Assist actively all prospective clubs charter within 6 months	DECEMBER 2012	Continual follow up with Division Governors
LGET	Facilitate and manage updates to the District 69 website	DECEMBER 2012	website update underway with manageable end date
LGM	Introduce a role in each Division called Retention Chair to work with clubs to retain members	DECEMBER 2012	
Div. Social Media Coordinator	Create one new instance of social media annually to promote Toastmasters to young people to join their closest club. e.g. www.brisbanepublicspeaking.com	DECEMBER 2012	
LGM	Establish a network of support from long-term members for prospective clubs	DECEMBER 2012	Each Division has Co-ord positions for various roles
LGM	Manage the extended long service awards through clubs and Area Governors, (3,5,10 year pins	DECEMBER 2012	Left at 15 years plus to give them value
LGET	Manage the development of a package of 5 minute educational sessions on the value of the DCP goals	DECEMBER 2012	Youtube videos of educational sessions can be uploaded onto website
PRO	Draw up a checklist covering what needs to be on the front page including following elements: being easy to find when searching, "Toastmasters" or "Public Speaking"; benefits to members, club venue, meeting times, meeting information, contact phone number and email.	DECEMBER 2012	

WHO	ACTION	TIMELINE	STATUS
LGM	Establish an IT team with several active members to share the initial load.	DECEMBER 2012	Most Divisions have Social Media Co-ords
LGM	Begin working with a team of 'webmasters' whose responsibility is to maintain and upgrade the site	DECEMBER 2012	Website update underway with manageable end date
DG	With Secretary to update District Calendar of all events at the start of the Toastmaster year	DECEMBER 2012	Commenced July 2012
PRO	Publicise widely within District	DECEMBER 2012	
LGM	Write to all University Student Services Coordinators promoting the benefits of Toastmasters for the Students, including an offer of Toastmasters to provide speakers at Orientation Weeks and to be a presence on Sign On Days.	JANUARY 2013	
LGM	Write to all University Deans or equivalent promoting the benefits of Toastmasters for the faculty	JANUARY 2013	In Graham Millers hands and well on the way
LGET	Organise the delivery of a package of 5 minute educational sessions on the value of the DCP goals at each Area and Division Conference	FEBRUARY 2013	
Div. Gov.	Provide an environmentally friendly gift to the clubs that do the best car-pooling to attend training	FEBRUARY 2013	
LGET	Create a formal leader-evaluation program to be included in the PETs program	FEBRUARY 2013	Completed and part of PETs JH. Also leader evaluation is being developed by Toastmasters International
LGM	Work with the IT team to design a process which ensures the information on the District's website is up to date using Division and Area Governors	MARCH 2013	
LGM	With PRO establish a support team to monitor the website for "out of date" articles and report to the IT team for correction to support & lessen the load on the District Webmaster team	MARCH 2013	

WHO	ACTION	TIMELINE	STATUS
LGM	With PRO and the IT team to investigate feasibility of purchasing an integrated cloud-based file sharing system.	MARCH 2013	
LGM	With PRO to lead a process to develop a set of protocols in on how new ideas are to be broadcasted for maximum effect.	MARCH 2013	
DG	With Secretary to update the document on email etiquette.	MARCH 2013	Current
LGET	Co-ordinate a process to achieve 100% of the facilitators on M of T submitting a report to LGET.	JUNE 2013	Website to have registration pt for clubs completing MOT
LGET	Manage the design of 5-10 minute educational sessions on the value of the Club Exec roles including at least one appropriate for distance delivery. These to include the value of the skills outside of Toastmasters	JUNE 2013	MF circulated all clubs with Club vs Business Role sheet showing Club Role and equivalent in business. Have presented to some clubs.
LGET	Manage the process which results in at least 1 person per Division receiving training as a Webinar Distance Trainer	JUNE 2013	Webinar Trainr training prog. Under way. Taking regstns Stand at Convention. Will have course details. Have 3 qualified trainers Underway Aiming for COT by webinar 2013
DG	Lead and manage the process required to update the District's website.	JUNE 2013	Current

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ACTION TIMELINE - 'Appendix'/ 'Additional Information'

WHO	ACTION	TIMELINE	STATUS
LGM	Focus on Eastern Division and Metro Division as they offer the most growth potential.	ONGOING	Ongoing support where required
LGM	Liaise with District Chief Coach to set up and manage appropriate recognition of the club coach	ONGOING	Clubs still being assisted as Coaches requested. Nine clubs now have Coaches with 10 Coaches coming on board since July. Enquires are still being responded to by other clubs
LGM	Manage the publishing of the list of recipients of 15, 20, 25 years and onwards awards on the District 69 web site	ONGOING	Second ½ yearly awards processed. Majority of awards presented at Division Conf. with the remainder to be presented at D69 Convention
LGM	Promote ideal membership strength as at least 20 members and to achieve at least 2 instances of communication per year on this subject	ONGOING	Promoted in Member Matters which is forwarded to Club Executive. Five issues presented to date
LGM & PRO	Lead a process to develop a set of protocols in on how new ideas are to be broadcasted for maximum effect	ONGOING	Done via Member Matters or email

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'Appendix'/ 'Additional Information'

WHO	ACTION	TIMELINE	STATUS
LGM	Introduce incentives (e.g. Travelling Toastmaster Award) to encourage members to visit other clubs	NOVEMBER 2012	Done i.e. Club Ambassador programme is a D69 Initiative that has had a positive response. TI programmes promoted in various ways including 1 +1. Encouraging success in Smedley award and Talk up TM.
LGM	Identify any locality with a population of 20,000 or more that can sustain a Toastmasters Club	DECEMBER 2012	Presented via census covering all Divisions. This covered all population variations
LGM	Introduce a role in each Division called Retention Chair to work with clubs to retain members.	DECEMBER 2012	Not done. Could possibly replace Club Co-ords and New Club Co-ords, making it one role.
LGM	Establish a network of support from long-term members for prospective clubs	DECEMBER 2012	Each Division has Co-ord positions for various roles. This needs to be re-assessed to maximise use of manpower

NOTES