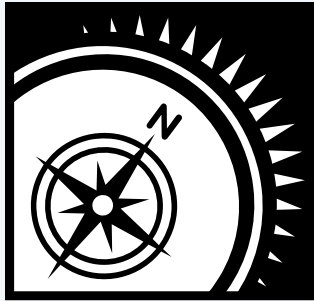




## *Welcome to the Compass!*



Welcome to the first edition of the Compass, a monthly newsletter for Division Governors in District 30 to help give you some “direction” from an alumni of the program.

In years past, the Division Governor group has had at least one returning Division Governor, and when we

realized there would be no repeating Division Governors, Pat Martin and I talked about putting this newsletter together. The goal is to get some ideas for you to look at, think about, and work on in the month ahead. This publication will come out on the first of every month.

If you have questions you want to submit to be addressed in a future issue, please email those to [jasonakai@yahoo.com](mailto:jasonakai@yahoo.com). Please feel free to share this with your Area Governors and assistants. This is meant to help everyone, but is targeted for you

Some topics we’ll cover in the coming months include:

- ◆ Area Governor Selection
- ◆ Officer Training
- ◆ The DEC Division report
- ◆ Division and Area Council Meetings
- ◆ AG Visits
- ◆ Reports
- ◆ Contests
- ◆ Alignment
- ◆ Building and Rebuilding clubs

## COMPASS POINTS

- ◆ What to Expect from Area Governors
- ◆ Club Officer Lists past due
- ◆ Club Officer Training Make up guide
- ◆ Division Reports for the DEC meeting
- ◆ Alignment Committee



## *Finding Strong and Committed Area Governors*

When it comes down to it, the success of a Division is measured by the strength of the Area Governors. It takes a special person to be a successful Area Governor—but they’re not hard to find. If you find yourself stuck and without having all of your Area’s filled, here’s some tips. These are also good in assessing the strengths of your AG’s and helping them grow in their role.

1. The most important skill for an Area Governor is their ability to build a bridge to the clubs they support. They will be successful if they understand what makes a club successful and why that makes them successful. Success is measured by the DCP, but it’s the people behind the DCP—the people who commit to themselves and the clubs which foster that commitment—where the true success of a club lies. As such, an Area Governor should have served as a club officer—and usually a President or VP Education.
2. The Area Governor should live and/or work near their area. This is vital in case the club needs something right away and they are called to help. It makes visiting clubs easier and less formal.
3. Look for references. Typically, the previous Area or Division Governor will have a number of ideas for this year, as will the District Officers, club Presidents and VP Ed’s.

## Pressing Things This Month

Here are the things you have to concern yourself with this month.



1. Getting all of your Area Governor positions filled
2. Being sure to meet with the AG's to talk about Expectations
3. District Officer Training
4. Preparing your first DEC report
5. Making sure your Division's clubs have turned in their Officer Lists
6. Scheduling your Officer Training Make Up Sessions



## How to Host a Division/Area Officer Training Session

We had a Great turnout for the TLI this year, but there's still a lot of work to do! Nearly every Division has 70% or more of their officers yet to train.

Remember that, besides the DCP point on the line for 4 or more officers trained, a club with trained officers will always be more successful clubs. They are more prepared to be an officer if they have been trained and if they are repeats in the role, can offer advice to new officers.

First, you should train officers when their clubs meet. The Central Divisions should have training at lunch and the evening

Next, hold a number of sessions—not everyone can make the first one you schedule, and you should be sure to give them every opportunity.

Third, put your Area Governors to work. They should be checking in with their clubs and making sure their

officers are going to training. Any pre-registration should be done through the Area Governor, which promotes an early communication channel with them.

You need to offer at least as many classes for VPM as you do for Sergeant at Arms. Typically, the officers who attend training are Presidents and VP Education. They can be taught more than the others if the space is available.

You should hold at least two sessions. The first should be as soon as you can get the space, preferably in July (and December for the Winter). You can try

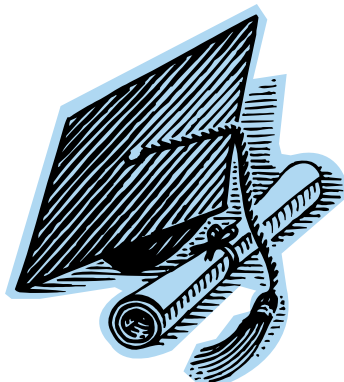
to work together in the natural pairs (N/NW, CS/CN, S/SW) to have this first training, and a more Division Specific one in August (or January/February).

All classes must be at least one hour. Sign in sheets are provided by the LGET. Those must be returned to the LGET within a week of training.

Be sure to publicize the training for at least two weeks before the event. No one will show otherwise.

You should also look for good trainers. Ask for advanced and seasoned speakers from the local clubs if possible. Ask the Speakers Bureau folks for ideas as well.

Trainers need to use the official training material found here:  
<http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/DistrictTraining/ClubOfficersTraining/COTMaterials.aspx>



## What to Expect from your Area Governors

The Area Governor is the key to the success of the District, Division and the clubs. They are the vital link between the District and the club. As such, those who have volunteered should be held to a high standard. A great Area Governor will help the clubs grow like roses, and ones who do not support their clubs will grow a lot of thorns. Here are some guidelines to talk about being an outstanding Area Governor.

The best Area Governor's create relationships with the clubs assigned. The club members should know the Area Governor well.

Area Governors should visit



the club frequently. It's required to visit twice, but the visits should be far more frequent to fully support the club

The Area Governor has no authority in the club. They support, but do not direct, the clubs.

New and potential clubs should have an Area Governor assigned right away. They should serve as a Mentor and/or Sponsor of the new club to help them move along.

Any club that is in need of a coach, or could potentially need a coach, should be given extra attention. Until a coach is assigned, the Area Governor should assume that role.

The Area Governor should be sure to keep up with reports and submittals of their clubs based on their DCP report. An AG should know that the club has submitted Officer lists, Dues, and Educational awards on time.

The Area Governor Club Visit

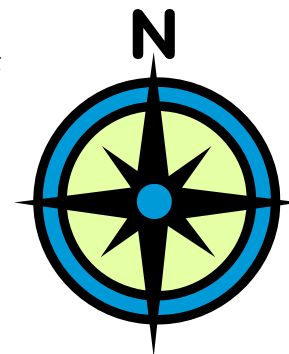
Report is vital and should be filled out completely. They should ask for the DCP or help the club create one before or immediately after the official meeting, and the report should be submitted on line within a week of the visit.

The Area Governor should host at least four Area Council Meetings. Officially, this is the President, VP Education and VP Membership of the clubs in the area, but the Area Governor can add people to that list.

All Area Governor should have at least one if not two assistants. Those assistants should be ready to help out for their contests and be prepared to support them by attending DEC meetings or hosting the Area Council Meetings

Area Governors should attend at least 75% of all DEC meetings and 100% of all Conferences. They should be expected to attend District Officer training, support Division Officer training make-up events, support the Division Contests as well.

“THE AREA GOVERNOR IS THE KEY TO THE SUCCESS OF THE DISTRICT, DIVISION AND THE CLUBS. THEY ARE THE VITAL LINK”



## Know your Acronyms

There's quite an alphabet soup of things to know in Toastmasters. Here's a small list of them you should know now.

DEC—District Executive Committee

DC—District Council

TLI—Toastmasters Leadership Institute

TI—Toastmasters International

AG—Area Governor

DivG—Division Governor

DG—District Governor

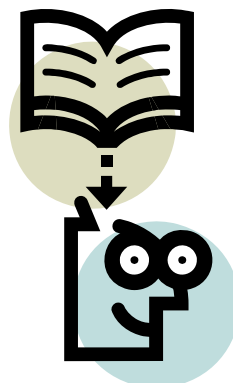
LGET—Lieutenant Governor of Education and Training

LGM—Lieutenant Governor of Marketing

IPDG—Immediate Past District Governor

ID—International Director

DCP—Distinguished Club Program/Plan



## TOASTMASTERS DISTRICT 30

Want us to answer a question for the next issue of the Compass?

Do you have any thoughts about our first issue?

Questions or Comments about the Compass can be sent to Jason Akai, DTM at [jasonakai@yahoo.com](mailto:jasonakai@yahoo.com)

*Web Pages you should bookmark:*

|                         |  |
|-------------------------|--|
| <i>TI members</i>       | <i><a href="http://www.toastmasters.org/members.aspx">http://www.toastmasters.org/members.aspx</a></i>   |
| <i>Region V</i>         | <i><a href="http://www.region5tm.org/">http://www.region5tm.org/</a></i>   |
| <i>District 30</i>      | <i><a href="http://www.toastofchicago.org/">http://www.toastofchicago.org/</a></i>   |
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| <i>Raffety Reports</i>  | <i><a href="http://mikeraffety.com/reports/">http://mikeraffety.com/reports/</a></i>   |
| <i>Club Reports</i>     | <i><a href="http://reports.toastmasters.org/reports_new/dcp.cfm">http://reports.toastmasters.org/reports_new/dcp.cfm</a></i>                   |

## *Alignment Committee Responsibilities*



As a Division Governor, you are a member of the Alignment Committee. As such, you should be aware of the following items in your Division:

- ◆ Potential new clubs—where there are new clubs forming
- ◆ The progress of new club—where they are, who is helping, etc
- ◆ Be ready to help pick Club Sponsors, Mentors and Coaches
- ◆ Know the clubs which need coaches and they aren't assigned
- ◆ Make sure your Area Governor reports to you on the progress of assigned coaches.
- ◆ Report to the Alignment Committee and District Governor any updates in new or closed clubs, and proposed Area assignments.

## *Your First DEC Report*

The monthly DEC report, due Wednesday before the DEC meeting, is a quick snapshot on how your Division is going. Last year's Division Governor should have the report for June. The July report is generally a recap of how the Division did last fraternal year. August is the first report about your term. The June Central South Report was sent out to the Division Governors with this edition of the Compass.

You should share the report with your Area Governors and get information from them on how things are

going. There are five parts.

Part 1 is the Header. Here, you list your name, your assistants, your area governors and your Division's theme.

Part 2 is the numbers. The second tab of the worksheet lists your clubs and points. When you fill that tab out, this part fills itself out.

Part 3 is Club Growth—new clubs forming, clubs that have chartered, and who is responsible for them.

Part 4 is Division news—upcoming events, trends you

see in the numbers you want to call out, etc

Part 5 is the goals to the next District Event—be it the DEC meeting, District Conference, or TLI.

The format of this report was designed by Jason Akai, who is also conveniently the editor of this newsletter. Any questions on how to do this report can be directed to him using the same information you would use to contact The Compass