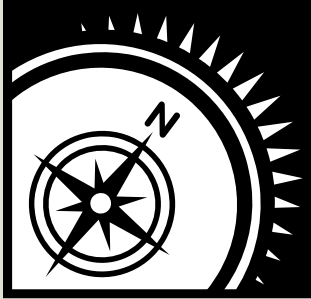




Its Conference Time!



Welcome to the fourth edition of the Compass.

This issue talks about your Area Governor Visit Reports—you should have a number of them by now.

Are you reviewing them? Do you even know what to look for?

This issue hopes to help you with that.

We're also going to talk about the conference—and in particular the role the conference plays in the health of the District and its clubs.

Its dues season! October 1 is the first dues collection due date of the year. The clubs have to turn in dues by Oct 10 to get DCP credit. Do you have 100% of your clubs completed? Do you know the requirements for a club to count as being "paid"? Its only 6 members.

And—this is our fourth issue? Have you found it

beneficial? Do you have any questions or comments? Anything we can do to do better than we are now?

Finally—this month we unveil the automated Division Governor Reports! The Compass, in conjunction with ID Mike Raffety have developed an on line tool for your Division reports. We'll tell you how to use them.

As always – any future comments, questions and future topic ideas can be sent to the editor at jasonakai@yahoo.com

COMPASS POINTS

- ◆ Conferences—why go?
- ◆ Division/Area Moments of Truth
- ◆ How to use the new automated Division Governor Report
- ◆ Building New Clubs
- ◆ Valuable AG reports

Division and Area Moments of Truth

We encourage our clubs to annually review how they're doing with their membership by doing the "Moments of Truth" module from the Better Club Series. Have you applied any of the lessons from that to your Division or Areas? Doing so may provide a great insight to how your Areas and Division are doing in the eyes of your constituents. Start with your AG's in relation to the Division, then the club officers in relation to the Area and Division. Plan to look at this at your next Division Council meeting. How does this apply to the Area/Division? Lets review...

First Impressions—Do you and

the AG's treat club members and officers with respect and friendship? Are they made to feel important and part of the team?

Orientation—Does every club officer know their role in the club? Does every member of the clubs know the AG and how to contact them? Do they know what role the AG and you play in their club's success?

Fellowship, Variety and

Communication—Does the AG communicate regularly with club officers? Are there regular meetings of the Area and Division? Are there any social or networking events the Area/Division does or can do?

Planning and Organization—Does the conduct of the AG and DivG show well coordinated efforts? Do all members feel a part of the Area and Division Council or

aware of Area/Division events?

Membership Strength—Are clubs/areas generally gaining, losing, or stagnant in membership growth? How many clubs are under charter strength? How many have done the DCP and completed the officer based tasks? Is there new club growth? Are all struggling clubs assigned a coach or given special care by the AG?

Recognition—Does the AG/Division contact members who achieve awards? How are they encouraged? Do you review the AG reports?

Hopefully—this review will help your areas and Division find new ways to bring greater value to your clubs and their members.

Tips on Building New Clubs

There are hundreds of new clubs just waiting to be built. The District talks about building a new club in every Area every year, but the AG's tend to be so busy just focused on the health of the clubs they have in their areas that they don't have time to build new clubs.

The Compass wants to help you build clubs in your Division. Some proven "commandments" will get the ball rolling for you and your AG's.

#1—Every Club Needs a Champion

This is good advice anyway for all clubs—but every new club needs an on site champion. For corporate clubs, this has to be a company officer or HR person. For community clubs, this has to be someone with ties to the community. They know people, they can cut through the PR red tape and get things done, and can raise the initial \$125

#2—Look for open spaces to drop seeds

All of you have a image of your division from

the 2008 alignment. Each of them has lots of open real estate. Target areas that are open (or surrounded by closed clubs) and get started

#3 – Find a place to meet, and meet regularly

Its easier to attract people to a centralized meeting location and regular meeting times. All of this can change, but establish this early to show you're serious about starting a new club. Be sure to follow a standard TM agenda.

#4 – Intimately know and understand the process for starting a club



You have to know how the process works. Attached to the Compass this month is the "How to Build a Toastmaster Club" in PDF. Know the difference between Form 1 and 2, how many new members you need, what needs to be signed, how you sign up new members, dues and the initial club charter payment. To help you out with this use the Mike Raffety checklist, attached to this issue of the Compass.

#5– Recruit current Toastmasters for help

Look to the District to help you with demo meetings. Also assign an Area Governor and club mentors/sponsors as early in the process as possible. They will be involved with the recruitment and establishing the club's norms. They can also recruit from their clubs/areas for people to fill roles in meetings until the club is on its feet.

Follow these "commandments" and you'll find success every time!

The Valuable Area Governor Report

By now, you've received a number of AG Club visit reports. There's a lot of information in these reports. As a Division Governor, there are some things you should be looking for when reviewing these reports. If you feel like they should be redone, by all means ask the AG to do so. They can resubmit the report right up to the deadline. Make sure it's the AG who submits the report—they need the time to connect with their clubs.

Educational Awards—

Your Division should have someone responsible for parsing out information in these reports (you can forward the report to them) to get the names and dates of people who are going to achieve educational goals. If you don't, ask the District to do it for you (there is someone under the LGET who is responsible for the letter of encouragement from the District). You and/or your AG's should also encourage these individuals to achieve their goals and be sure to check in

with them as the date draws near. If the AG put June, then be sure to find out from their VPE when they actually think the goal will be achieved and encourage them not to wait until June to accomplish the goal.

Also be sure every point is filled out. No reason not to set out for a goal of President's Distinguished. If they missed a goal, look for the reason why.

*Review Sections 2 and 3 for any glaring omissions. Comment to the AG on them if needed.

Area Governor Comments—

This is the most important section and every section should be written with care.

The first part—a list of people the AG sees as potential leaders in the District, should be contacted by you about roles in the Area or Division—even minor ones. Getting them involved will help pique their interest further in Toastmasters.

The second part—club strengths—should be reviewed by the Division Governor to help the AG form a strategy to help all clubs in the area thrive. Use the club's strengths to help other clubs.

The third part—areas needing attention—should be written like a speech evaluation—every club can do something better. Be sure to give them something to grow on

The final parts—steps the District should take for this club and next steps—is crucial. Anything in there should be acted upon. Your AG is counting on you to help them be successful and this is where they are telling you specifically what they need from you.

Its important that these reports be done by the AG as soon as possible and updated as needed. Delay in the reports causes delay in actions which might be crucial for the success of this club. Stress this importance to your Area Governor's today!

Pressing Things This Month

Here are the things you should concern yourself with this month.



1. Club dues are due. Make sure your Division is at 100% as soon as possible. They have to be in by October 10!
2. Start planning to address the membership drop that occurs in November with Divisional membership drives and events.
3. Plan for and execute an excellent Division Contest!
4. Heavily promote the Fall Conference October 24-25.
5. Begin to promote the Winter TLI
6. Meet with your Area Governors and do a Division/Area "Moments of Truth"



*Need an easy way to see if the contestants are eligible to compete in your contest?
Check out <http://mikeraffety.com/elig/index.cgi> with their name (or initials at least) and their club to find out!*

The New Division Governor Report

Yes, you heard correctly on page 1! There is a new tool which collects all the Division Governor Report information for you! Since 2006, Division Governors have been using a standard format to present their Division report. While it is very informative, it is also time consuming to pull that information from the TI reports page, and since there are many complicated excel formulas in use, one slip could through the entire report out of whack.

To aid you in producing the Division reports, our very own International Director, Mike Raffety, DTM, and the Compass staff have worked to develop a new tool which pulls that information for you. You'll find the URL for this report on page 4, called "Division Reports."

To utilize this new report, you'll need a new template. We've attached the new DivGovTemplate.doc to this Compass mailing. You'll see a section that says "Copy HERE" for the template. You'll also notice a number of things highlighted in yellow.

The highlighted areas should be updated by you today and then shouldn't change again this year (unless there's an AG change at some point). The "EDU" refers to the educational level—like CC, ACB, CC/CL, DTM, etc. To do this, use your mouse to select the entire text area in yellow (for example "Your Name, EDU"), and using the highlight button on the toolbar, choose the "No Color" highlight. Then type in your name.

You will visit the Division Dashboard report from the list, and highlight the cells of your Division. Then use the CTRL+C keys on the keyboard to copy the cells. Be sure to include the column headers.

Then highlight the "Copy HERE" part of the



template and use the CTRL+V keys on the keyboard to paste the cells.

Next, you should visit this link (which is in the template too):

http://reports.toastmasters.org/reports_new/dprReports.cfm?r=16&d=30

Make sure your Division's clubs in this report are listed in the New Club section of the report, with status updates.

Fill out the Division News sections and Goals to the next meeting section on your own. For help with how to fill out these sections, see the September Compass.

This is being applied to all 81 Districts. You've helped make a difference in all of TI!

If you run into problems, let us know. On behalf of the entire Compass staff, you are welcome!

TOASTMASTERS DISTRICT 30

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

Do you have any thoughts about this issue?

Questions or Comments about the Compass can be sent to Jason Akai, DTM at jasonakai@yahoo.com

Web Pages you should bookmark:

TM members	http://www.toastmasters.org/members.aspx
Region V	http://www.region5tm.org/
District 30	http://www.toastofchicago.org/
District Reports	http://reports.toastmasters.org/reports_new/reports.cfm?d=30
Raffety Reports	http://mikeraffety.com/reports/
District Directory	http://mikeraffety.com/Reports/Dir/DistDir-30.html
Club Reports	http://reports.toastmasters.org/reports_new/dcp.cfm
South Division	http://d30south.brinkster.net
Parli link	http://jimslaughter.com/resources.htm
Division Reports	http://mikeraffety.com/Reports/D30/DivDash-30.html
Division/Area To Do	http://mikeraffety.com/Reports/D30/DAP-30.html

Conferences—why go?

The District 30 Fall Conference happens this month. It is one of four times the District comes together as a whole, but only one of two times where members are compelled to attend. Typically, less than 25% of Toastmasters in the District come to the Conference. The Compass has some ideas on how to help the other 75% decide to attend.

1—The Business meeting is essential for the work of the District. We need Presidents and VPE's to attend or give their proxy to someone else. Even if there isn't a lot to vote on, what needs to be voted on can't without a quorum.

2—Educational Sessions are always excellent at the conferences. There is a lot of leeway in the program, and the presenters take advantage of that.

3—Mostly, its free to individual members. The club members register together as one club and everyone can go.

4—Nothing shows a member what the Toastmaster Program is about—in a big picture sense—faster than the District Conference.

5—Future District Leaders are sometimes just one conference away from being discovered. Many of us have a story about how our interest in TM really

started at a conference.

6—This is where the District's best speakers come together to show their skills at the contests. Easy to learn from them how to be better at what we do.

7—This is where networking lives. Networking makes the program stranger by sharing thoughts and ideas on how to do things more effectively—what is and isn't working.

8—it's a time to celebrate the achievements of your members, clubs, and officers! Come be a part of that celebration!!

Parliamentary Procedures 102—Subsidiary Motions

Subsidiary motions are ones that help a main motion take shape. The second most common motion (next to the main) is a subsidiary motion—to “amend.” They have a rank so that higher ranking motions can over ride a lower one. These are the subsidiary motions in lowest to highest ranking order, and what they're used for.

- ◆ **Postpone Indefinitely**—to essentially kill a motion without taking direct action on it. Used if action might be considered a lose/lose situation for the assembly.
 - ◆ **Amend**—to change or remove some part of the current motion or amendment.
 - ◆ **Commit/Refer to Committee**—the motion should be used to review a motion rather than to “table it” You need to include specifics about the committee though. More on that in a future issue
 - ◆ **Postpone to a certain time**—used when a motion doesn't have enough votes now to pass or be defeated, but will at the time mentioned.
 - ◆ **Limit/Extend Debate**—to cut short or Extend debate. This changes the rights of the assembly so
 - ◆ **Previous Question**—Bring the question to the front and stop the debate/discussion. Requires a 2/3 vote and immediately brings the question up if passed. Should be used more often.
 - ◆ **Lay on the Table**—VERY misunderstood motion where the discussion stops until a pre-described time to start again. If no time is given, it is dead until the unfinished business section of the next meeting. No committee can talk about the motion (officially) either.
- a 2/3 vote is needed to pass. VERY overused and almost never needed.