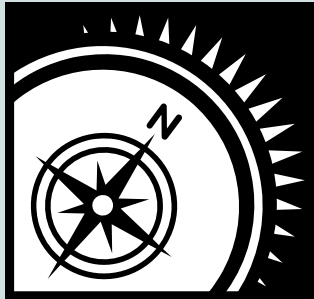




## *Contests, Contests, Contests!*



Welcome to the third edition of the Compass. I am happy to report we're now on the web! International Director Mike Raffety is posting these documents to his website. Yea, Mike (on both the ID and the web!!

This issue is dedicated to the many contests that Toastmasters has going

on this month. There are two speaking contests for Humorous speaking and Evaluation. Planning happens this month for the area and division contests, as well as preliminary planning for the District contest. There's also the club membership building contest—the Ralph Smedley Award.

Don't forget there's also contests you can hold with your Area Governors. This is prime time to be turning in Area club visits and ensuring your area governors are getting their clubs to turn in their dues on time.

This month we will focus

on getting you and your Areas ready for contests, and talk some more about what you should already be seeing in your Division—including more on the Division Governor Report.

As always – comments, questions and future topic ideas can be sent to the editor at

[jasonakai@yahoo.com](mailto:jasonakai@yahoo.com)

### COMPASS POINTS

- ◆ Assessing the Division
- ◆ Area and Division Contests
- ◆ Basics of Parliamentary Procedure
- ◆ Division Governor Report Part 2



## *The Division Governor Report—what it all means Part 2*

In our continuing series on the Division Governor report, this month we talk about the textual sections—the New Clubs, Division Updates and Goals.

### **New Clubs**

One of the best things you can do for any of your area governors is work on helping them build new clubs in their area. Some of the best AG's never get the President's Distinguished award because they didn't have time to focus on a new club.. That's where you come in.

The District officer most responsible for new clubs is the LGM. You should work with them and the Club Extension Chair to know and support any clubs forming in your Division. Moreover, be ready to assign AG's to the newly forming clubs, and club mentors (which can and should be an AG too) from the earliest point possible. This will help ensure the new group's transition into a club and give your AG a chance at President's Distinguished. Report any new clubs and their status in this section.

### **Division Updates**

The Division updates section is where

you can list some accomplishments, concerns and upcoming events for the Division, Area and select clubs (in that order). For clubs, celebrate big accomplishments or events or call out concerns to let the DEC know you know there's a problem.

### **Goals to the next event**

This section gives your AG's direction on what you want to focus on. Usually, it involves event promotion, membership, contests, or meeting deadlines.

## Area and Division Contest Primer

Its contest season. For many of your Area Governors, this is their first chance to host a contest. For some, this may be their first chance to actually go to a contest. When the editor of the Compass was an Area Governor, the Fall Area contests that was their first contest of any type! But, being a Division Governor, you probably have done some contests before. This is a unique position for you to be in, and the Compass is here to give you some pointers. We'll talk about what every contest needs, the basic agenda, and what your role should be in all of this.

### Contest Needs

Every contest needs some basic roles filled:

- ◆ **Contest Chair**—the person who is most responsible for making sure everything goes smoothly and works with the Chief Judge to go over any decisions that need to be made. They also brief the candidates and sign the contestant certificates.
- ◆ **Toastmaster**—the event's MC.
- ◆ **Chief Judge**—the person responsible for finding and briefing judges for the event, who approves the ballot and timer reports, and is involved in all decisions regarding rules. They also sign the contestant certificates
- ◆ **Sergeant at Arms**—the person responsible for moving contestants to and from the contest stage, and for not allowing people to enter during a speech.
- ◆ **Chief Timer**—responsible for recruiting a backup timer and for timing and reporting the time on all speeches. They show the cards or lights but do not make any comments about over or under time.
- ◆ **Chief Ballot Counter**—responsible for recruiting 2 others to help with collecting ballots and reporting the results to the Contest Chair. Should work with Chief Judge to know who

the judges are.

You should note that there are six main roles. You should be the Contest Chair unless you are unable to attend. The chair should be as neutral to your contest as possible—so a District officer or your assistant DivG's are always a good fall back. The AG's should fill in all the other roles—unless you have a dignitary be the Toastmaster. Some Divisions like to ask the previous year's winner to be the Toastmaster and that is very acceptable.

For every contest, you also need to have certificates and trophies. The District is responsible for supplying these for you. The certificates are only for contestants.

A good suggestion is to print two sets of clear labels with the contestants names on them. Put one set on the participant certificates and hold the other until you are given the ballot counter's report.

If you want to give them out to people who helped, you need to purchase them from TI. Do not make your own and include the TI logo—that's an infringement of the copyright.

### Basic Agenda

The basic agenda is as follows:

One day prior to the event, The Contest Chair and Chief Judge should:

- Discuss the stage area, and the penalty for going past the stage.
- Confirm that the required number of contest roles are filled
- Review and approve the status and forms of the contestants
- \*Note the number of judges changes from Area to Division level

15 Minutes prior to the event:

- The contestants should arrive, and should

be instructed by the contest chair and toastmaster

- The toastmaster should determine the speaking order in a random fashion
- The Chief judge should instruct the judges, timers and ballot counters

### Opening event:

- Meeting opened by Contest Chair
- Opening ceremonial parts, including
- Mission of the District
- Pledge of Allegiance
- Potentially, a speech by you on the State of the Division.
- Introduction of the Toastmaster
- Introduction of the Chief Judge, who reads the rules of the contest and declares the contest ready
- Toastmaster reads off the order of speakers, and starts the contest. For all but the Evaluation contest, the contestants would leave now.
- Sergeant At Arms brings in each contestant in order, giving one full timed minute between speakers.
- The Toastmaster will say the name of the contestant, the title of the speech or Table Topics Question (if applicable) twice, then the contestant's name again.
- At the end of the last speech and one additional timed minute, the ballot counters will collect the ballots and leave with the Chief judge.
- The Toastmaster will introduce and interview (2-3 minutes max) each speaker and present their certificate of participation.
- When the ballot counting is done, an intermission is next.
- The Contest chair reconvenes the event, reintroduces the Toastmaster, who reintroduces the Chief Judge, who reads the rules of the next contest, and the process restarts.
- As a general rule, the first contest should be the Evaluation (or Table Topics) con-

(Continued on page 3)

(Continued from page 2)

test, and the Humorous (or International) contests should be second.

### Your Role

As the Division's elected official, you should refrain from participation directly as a judge or chair of any Area contest. You should also refrain from picking any judge other than the Chief judge. You should not pick any Division or Area Governor from any other Division in the District either for judge roles, ballot counters, or timers, but you can pick District officials since they do not have any role in the District contests. These individuals can also play any other roles – like the Sgt at Arms or Toastmaster, or target speaker.

This is not to say you shouldn't help your Area Governors in their contest. You should do everything you can to make sure they are ready to do their contest and participate if you can. AG contests are typically not as supported as the Division one is.

You should try to have as little responsibility as possible during the Division contest. You will have enough to do at the contest—making last minute decisions, solving problems, giving AG's guidance—that the least you sign up for the better.

Have backups for everything. Have three target speakers and three table topic questions. Have the target speaker be working on a CC speech. There's different pools of thought here, but the less experienced speakers will have more to critique, and tend to be better target speakers.

This is a PR event for your Division. It should be polished and professional as much as you can influence. Make sure every member of the team knows what's happening. Also, be sure to let them know how much you appreciate all of their hard work and dedication.

With planning and teamwork, your event can be a great success!

## Membership Building Contest #1

### Ralph E. Smedley Award

The first of the annual Membership building contest is nearly over! The Ralph E. Smedley award—known more commonly as the “Smedley” - is awarded to clubs who bring in five new members from August 1 to September 30.

There are three such contests every year—The Smedley, the “Talk Up Toastmasters” award from February 1–March 31, and “Beat the Clock” from May 1—June 30. For each, the goal is five new members. Every single club should strive to achieve at least one of these three awards.

When a club achieves this award, they get a club banner ribbon with the award name and year imprinted. They also can pick one free program from the Leadership Excellence/Successful Club/Better Speaker series. If your club can't afford to build its own library, this is a great way to build it for free! Lastly, achieving this award guarantees at least one DCP point for new members.



From the District's perspective, new members in any of these categories goes a long way towards their membership goals for the year. Members who join before October and renew in April count as 3 in the District membership goal.

These drives should be taken seriously by your Area Governors. If a club hasn't achieved one of these awards yet, have the AG schedule time to talk to the club about the triple benefits of the program. The AG can also host an Area wide membership drive to help clubs who struggle to get new members. It also teaches other members how to recruit new members.

One great membership drive idea is speak-a-thons. It gives members in the Division/Area a chance to speak to a larger audience and can draw crowds to the event. Give guests ways to participate, and be sure to give some educational information on the Toastmaster program.

Encourage the Division clubs by holding mini-contests, like special recognition or awards at the Division Contest for the highest membership gained, or gained as a percentage of the club. This will give the club an extra incentive to achieve this goal and might be closer to home for them.

There are literally millions of people in the Chicagoland area, and only about 4000 Toastmasters. We look forward to a lot more new Smedley Ribbons in 2008!

## 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](mailto:jasonakai@yahoo.com)

*Web Pages you should bookmark:*

*TI 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](http://reports.toastmasters.org/reports_new/reports.cfm?d=30)  
*Raffety reports* <http://mikeraffety.com/reports/>  
*Division Directory* <http://mikeraffety.com/Reports/Dir/DistDir-30.html>  
*Club Reports* [http://reports.toastmasters.org/reports\\_new/dcp.cfm](http://reports.toastmasters.org/reports_new/dcp.cfm)  
*South Division* <http://d30south.brinkster.net>  
*Parli link* <http://jimslaughter.com/resources.htm>

## Pressing Things

### This Month

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

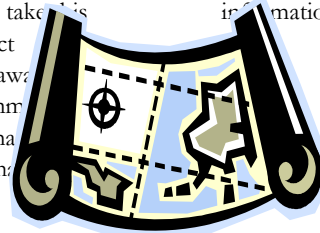
1. Work with AG's on Smedley Award contest promotions
2. Make sure your Area Governors have visited all of their clubs
3. Schedule and plan your Division Contest
4. Support your AG's in their contest planning
5. Make sure your clubs (via the AG's) have completed their DCP and get their club dues in.



#### Alignment Committee Update

In this issue, there is mention of assigning Area Governors and Mentors to new clubs at the earliest possible point. If you do take this advice, be sure the District Governor and LGM are aware of the Area Governor assignment front. Also, a friendly email to the Alignment Committee Chair will be helpful!

alignment, please contact the Alignment Chair at [jasonakai@yahoo.com](mailto:jasonakai@yahoo.com) for more information



If you have any questions on the

## Parliamentary Procedures 101

The basic rule of Parliamentary procedure is to give voice to the assembly in a fair manner—everyone has an equal voice. The chair is neutral and should not be involved in decisions but should listen to all sides as best they can and make logical and fair decisions.

Motions—the basic action of an assembly—can be called upon during the business section or as a part of a committee report. Amendments, or changes, can be presented and must be acted upon in order. There can be up to two layers of amendments from the main motion (an “amendment to the amendment”) but no more than

that.

Discussion must always be “germane” or on the topic of the motion being discussed. During an amendment, only the amendment—and not the main motion—is germane.

Some motions take rank over others. There is a logical but intricate ranking system. Attached to this month's Compass is an excellent document produced by [jimslaughter.com](http://jimslaughter.com)'s website on the motions, their rank and what to say.

In all decisions, the chair (or District Governor at DEC/District Council meetings) is the

parliamentary authority and relies on the Parliamentarian to review and advise them. If the assembly has good reason to question the decision, there are motions in place to allow them to do that.

As DEC members, you should make your self aware of the motions and their role in meetings. It is important, particularly in the District Council, to know and understand the motions—if they are germane, and what impact they have on the assembly.