

District Newsletter



T O A S T M A S T E R S I N T E R N A T I O N A L ®

District Success Measures To Do List:

As district leaders you know success is achieved by working together. You intimately understand that in order for districts to be successful, clubs, areas and divisions must also be successful. As leaders you have the unique opportunity to mentor the clubs, areas and divisions in your district on their journey to success. The following District Success Measures To Do List will help you ensure Toastmasters in your district are on their way to success.

DECEMBER:

Clubs:

- ▶ Follow-up with clubs that have not yet paid dues renewals.
- ▶ Promote club officer training schedule and opportunities to your club leaders.
- ▶ Promote and educate club members and leaders about the Toastmasters International Annual Membership Program.
- ▶ Remind clubs electing semiannually that their officer lists are due to TI December 31, 2005.

Areas:

- ▶ Remind area governors to start planning their second-round club visits.

Divisions:

- ▶ Contact your division leaders and ask them to share one challenge and one success with you. Look for additional opportunities to work together as a leadership team.

Districts:

- ▶ Start planning for the next district conference.
- ▶ Start planning for mid-year review of District Performance Report.
- ▶ Start training your club officers.
- ▶ Treasurer's report (July 1– October 31) due to district governor and lieutenant governors December 15, 2005.
- ▶ Start planning for the nominations and elections of district officers.
- ▶ Determine when to publish a call for candidates in the district newsletter (this should happen in December/January).
- ▶ Appoint a nominating committee (this should happen in December/January).
- ▶ Start planning for the mid-year audit.

January:

Clubs:

- ▶ Promote club officer training schedule and opportunities to your club leaders.

Areas:

- ▶ Remind area governors they should be well into their second-round club visits

Divisions:

- ▶ Work with division leaders to determine how division and district leaders can better work together to ensure club and area success.

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How's Training Going?

Your district's second round of club officer training should be taking place now through the end of February. Send reminder notices to clubs and emphasize how important it is that officers attend. For clubs electing semiannually, this training allows the newly elected officers to learn their roles and responsibilities, to meet district leaders who can help them during their terms and to get new ideas on how to improve their clubs. For clubs electing annually, this second training gives officers the opportunity to discuss any problems they may be having, to get advice from district officers, and to network with officers of other clubs.

Make sure all your club officers know about the exciting improvements to the educational system and award designations. TI has prepared a training module you can use to introduce these changes to club officers. Give your clubs the best training possible with up-to-the-minute information. [Click here to download the training script.](#) [Click here to download the PowerPoint visuals.](#)

Place Your Orders Early

World Headquarters will be taking inventory during the Christmas and New Year's holiday season. Please take note of this important announcement:

PRODUCT REQUESTS

Requests and applications for supplies, new member kits, charter kits, education award certificates (and free advanced manuals) received between December 16 and January 6 will not be processed and shipped until after January 6.

Districts:

- ▶ Analyze DPR data in relation to goals, identify deficiencies and develop plans to correct deficits and achieve goals.
- ▶ Start planning for the mid-year audit.

What your district can do on the TI Web site:

- ▶ Submit area governor visits
- ▶ Record club officer training attendance
- ▶ Check the status of prospective clubs
- ▶ Check distinguished area/division progress
- ▶ Check distinguished district progress

Visit the site today to use these features and obtain the info you need!

Great tools are also available to clubs on the TI Web site.

Clubs can:

- ▶ Update the club's bylaws
- ▶ Submit education awards
- ▶ Add/update club officers
- ▶ Pay dues renewals
- ▶ Add new members
- ▶ Update club meeting time/place info
- ▶ Check DCP progress
- ▶ Order supplies and recognition items via the store

Encourage club officers to take advantage of these efficient tools to conduct business with WHQ!

New Club Scoreboard

Forty-one clubs were chartered for November, compared with 53 in 2004, and 52 in 2003. The total number of new clubs to date is 253. The leaders in club extension are:

<u>District</u>	<u># of Clubs</u>
51, 60	10
75	9
79	8

Company clubs were chartered at: Rak Free Trade Zone, Ras Al Khaima, UAW; Hispanic Telesercies Corporation, Monterrey, NL, Mexico; The Bank of Nova Scotia Jamaica Ltd., Jamaica; HSBC Bank, Malaysia; Paetec Communications, Voorhees, NJ; Henkel Central Eastern Europe, Vienna, Austria; Bellsouth, Atlanta, GA; B. Braun Medical Inc., Irvine, CA; CAN Insurance, Duluth, GA; Socan, Toronto, ON, Canada; Iowa Foundation for Medical Care, Des Moines, IA; DHL, Scottsdale, AZ; Rothmans Benson & Hedges, Ireland

Toastmasters International has approximately 10,051 clubs world wide.

Management Corner: The Art of Delegation

Does the phrase “too much to do and too little time to do it” sound familiar? Perhaps it’s become your daily mantra. Delegating may be the solution you need.

Delegating isn’t just about assigning tasks to others. When we delegate we enable several key things to happen that strengthen us as leaders. Delegating ensures work gets done and outcomes are achieved. It is an essential part of developing future leaders and building new skills within a team. Delegating allows groups to become powerful, successful teams because we access the unique skills and resources each person brings to the group. And delegating actually helps avoid burnouts.

If delegating offers so many positive outcomes, why aren’t we doing more of it? People don’t delegate for various reasons. Do you recognize any of these?

- ▶ Delegating just takes too much time.
- ▶ There isn’t anyone who can do the work as well as I can.
- ▶ It’s too hard, and no one has the time to do this work.

You could add a multitude of reasons for not delegating, but the truth is that delegating, once you get the hang of it and start doing it consistently, is a fool-proof strategy for success.

THE ART OF DELEGATING:

Have a Plan – Identify a list of responsibilities that need to be delegated vs. responsibilities that need to be retained. Be specific about what needs to get done.

Identify Delegates – Determine which responsibilities best match the individuals that comprise the team. Consider opportunities for development, individual strengths/weaknesses and interest areas. Match responsibilities with individuals as much as possible.

Communicate Clearly – Clear communication about what needs to get done and why is imperative to successful delegation. When discussing responsibilities be sure to clarify objectives and expectations, agree to timelines, milestones and outcomes. Also ask the person to repeat what they hear you saying. Sometimes we assume we are clear in describing objectives or expectations, but the other person walks away

with a different interpretation. Take a few extra moments to ensure understanding.

Follow-Up – Once you’ve delegated you should also be following-up. Successful delegation does not end when you’ve delegated a responsibility. It is critical that you check on progress and find out if your delegates need additional assistance or resources. It’s also important to review timelines, milestones and outcomes and revise them as needed. When you delegate you must allocate authority so others are empowered to fully manage projects and decision-making. Remember, to successfully delegate, you have to let go!

Recognize – Recognizing individuals for their contributions is one of the most important things you can do. Always take time to recognize a team or individual when a milestone for a project is met. Supporting each other fosters an environment of encouragement and motivation. When someone does a great job be sure to offer a heartfelt “thank you.”

Delegating just takes patience and practice. Once you start delegating, be consistent. Start using these strategies today for long-term success!

Do You Have the Contest Rules?

Rules for the International Speech Contest are on the Toastmasters International Web site, www.toastmasters.org. Encourage all members and clubs to read the rules before the contest takes place and to follow them carefully. Make sure area and division contest chairmen and chief judges know the rules and follow them as well. Following the rules ensures fair and enjoyable contests for everyone.

International Speech Contest Judge's Guide and Ballots and other contest materials are available for purchase from WHQ.

New Ralph C. Smedley Memorial Fund Brochure

Looking for year-end tax deductions? Think Toastmasters Smedley Memorial Fund! Click here to see the new brochure and find out how you can contribute to the fund and extend the legacy of Dr. Smedley.

For more information about tax deductions for U.S. Toastmasters, click here.

Assets at the District and Club Levels

We want to buy an overhead projector for our club. Can we? A local car dealer wants to donate a car to our district. Can we accept it? Read on for the answers.

Districts and clubs cannot own assets beyond what is necessary to deliver the Toastmasters program. Any assets are held for the benefit of the respective districts and clubs. It is assumed that the administration of the districts and clubs will occur on a volunteer basis by officers and members using their own personal equipment and furniture. However, on occasion, a situation may arise where a district or club may have an opportunity to accept a donation of an asset or have a need to purchase an asset.

Acceptable assets include, but are not limited to, bank accounts and incidental items that are used in the conduct of a meeting or conference, such as lecterns, banners, stationery, mailing supplies, timing lights, recognition awards including trophies, audiovisual equipment, sound systems, coffee makers and similar equipment, and educational materials. Districts may also own other assets such as computers, copy machines, facsimile machines and answering machines, with advance permission from WHQ.

Assets not acceptable at the district and club levels include, but are not limited to: motor vehicles, office space, real property, furniture, telephones and telephone systems, whether rented, leased, purchased or donated.

Each district and club must maintain a written list of its assets and a written procedure to ensure that the assets are accounted for and transferred smoothly to the next administration.

If you have any questions about assets at either the district or club level contact the Policy Administration Department at WHQ or e-mail jturpie@toastmasters.org.

QUICK DIRECTORY FOR DISTRICT OFFICERS

Need help chartering a new club?

newclubs@toastmasters.org

Have questions about your district reserve statement?

statements@toastmasters.org

Have questions about your district budget, audit or treasurer's reports?

jmcperson@toastmasters.org

Questions about area visit report forms?

kvangunst@toastmasters.org

Reporting a change in district officers?

kvangunst@toastmasters.org

General questions about district administration?

sdemiris@toastmasters.org or kvangunst@toastmasters.org

Questions about disciplinary matters?

jturpie@toastmasters.org or nlangton@toastmasters.org

To verify eligibility of your area / division / district speech contestants:

dyosha@toastmasters.org

Questions about speech contest rules and situations?

dyosha@toastmasters.org

Questions about the District Newsletter?

sdemiris@toastmasters.org

Want to place a supply order?

supplyorders@toastmasters.org

Still not sure? Visit the Contact Us section of www.toastmasters.org or e-mail:

tminfo@toastmasters.org