

# 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 ®

## Renewal Notice Alert... Pay Your Dues Online!

**T**he Dues Renewal Invoice for the April 1, 2006, through September 30, 2006, period is being mailed to club presidents of record the last week in February.

Encourage clubs to pay dues online using a credit or check/debit card. Not only will the club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club has a password in order to enter into the secure part of the Web site. The password is included on the dues renewal invoice. WHQ accepts MasterCard, VISA, AMEX and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

As a reminder, clubs should submit their dues by one method only, as submitting duplicates will slow down the process. Clubs paying by check need to mail their renewals to WHQ. If a club has any questions they can send an e-mail to [renewals@toastmasters.org](mailto:renewals@toastmasters.org).

Renewals are due April 1, 2006. In order to receive on-time credit in the Distinguished District Program, renewals must be received at WHQ by 5 p.m. Pacific Time, April 10, 2006.

## A Capital Experience

**M**ark your calendars now and join Toastmasters from around the world in Washington, D.C., at the 75th Annual International Convention, August 23 - 26, 2006, at the Hilton Washington.

## New Manual Now Included in New Member Kits

**A**s of January 2006, all New Member Kits shipped from World Headquarters include the new *Competent Leadership* manual. Other members may purchase the manual (Catalog No. 265) for \$6 (U.S.) plus shipping. The manual is part of the exciting changes TI is making to its educational program. For more information on all of the changes, visit [www.toastmasters.org](http://www.toastmasters.org) and click the TI's Improving Its Educational Program! link in the "News From Toastmasters" section.

Participate in the organization's newest educational program and, upon completion, earn the new Competent Leader award! Order your copy of the new *Competent Leadership* manual today!

For fastest service order online at [www.toastmasters.org/store](http://www.toastmasters.org/store)

- ▶ *Competent Leadership*, Catalog No. 265, \$6.00
- ▶ *Competent Leadership Library Set* (set of four), Catalog No. 1555L, \$21.00

## Attention Area Governors

**A**rea governors are now making their second round of club visits. If you're an Area governor, remember that your visits have an important role in a club's success. Use your leadership and mentoring skills to help clubs function better and achieve their Distinguished Club Program goals. Work with each club to help it identify its strengths and weaknesses and develop plans for improvement. Ask club officers what help you could provide. Remember, too, that your district needs to develop a strong leadership pool. Your club visits are an ideal opportunity to identify and mentor future district leaders.

Be sure to complete the Area Report of Club Visit Form for each visit you make. You'll find it online at [www.toastmasters.org](http://www.toastmasters.org)> Get Forms & Docs>District Forms. You can submit the form directly online at the TI Web site or download a PDF file of the form. TI needs to receive only one copy of the report, so if you submit it online you need not send an additional copy via regular mail. Also, when you submit the form online, copies are automatically generated and sent to the district governor, lt. governors and the club president!

## Board Meeting at World Headquarters

Toastmasters International's Board Meeting will be held February 18, 2006, at 2pm. All members are invited to attend and see your Board of Directors in action.

## MANAGEMENT CORNER:

### What Makes a Good Leader?

As your district appoints its nominating committee and begins the process of identifying potential leaders for the 2006-07 year, the question “What makes a good leader?” will be asked.

District elections are not just about filling open officer positions. They are about identifying the long-term goals of the district, then selecting the best person(s) for the officer position(s) available to carry out that position’s responsibilities so the district can meet those goals.

What are your district’s long-term goals? They should involve being a Distinguished, Select Distinguished or President’s Distinguished District, so they will include chartering new clubs, assisting weak clubs, increasing membership in existing clubs and training club and district leaders. Your district may have other goals as well concerning its conferences and council meetings. Once you’ve determined these goals and identified strategies for achieving them, your next step is to answer the questions: How will the district get there? What kinds of leaders are needed to help the district achieve these goals?

The minimum requirements for each district leadership position are only the beginning point in selecting good leaders. Your district also should look for members with the following qualities: Strategic thinking skills; experience in project/program management; experience with fiscal management; good communication skills; ability to lead teams; training skills; ability to manage change; commitment to TI, including the mission; a good understanding of the relationship among clubs, areas, divisions and districts.

How do you find leaders? Your district’s search for leaders should begin well before the nominating committee is appointed. Use your district conferences, training, Area Reports of Club Visits, district council meetings and other district events throughout the year to identify potential leaders. Area and division governors also may be able to recommend people.

Every leader is different and every leader’s skills and contributions will vary. If your district knows its needs and asks the right questions, it will fill officer positions with the right people to move the district forward. Keep in mind that just because a person has expressed interest in serving in an officer position does not mean he or she is the best person for that position. Similarly, an officer who performed unsatisfactorily this year most likely will not perform any better in another position next year.

Select your leaders carefully. Remember, today decides tomorrow.

### District Success Measures To Do List:

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

#### FEBRUARY:

##### Clubs:

- Club officer training completed by February 28, 2006
- Promote and educate club members and leaders about the Toastmasters International Annual Membership Program
- Encourage club growth through the chartering of new clubs and promoting “Talk Up Toastmasters”
- Remind clubs of upcoming April dues renewal and encourage clubs to renew online

##### Areas:

- Contact area governors to see where they are with club visits
- Contact area governors to brainstorm strategies to promote new club charters in your district using “Talk Up Toastmasters”. Think through new ways area and division governors can work together with club leaders to facilitate club growth.

##### Divisions:

- Contact division governors to brainstorm strategies to promote new club charters in your district using “Talk Up Toastmasters”. Think through new ways division and area governors can work together with club leaders to facilitate club growth.

##### Districts:

- Midyear audit report due to TI no later than February 15, 2006
- Treasurer’s report (July 1 – December 31) due to district governor and lieutenant governors February 15, 2006
- Nominating committee meeting schedule defined for district elections

#### MARCH:

##### Clubs:

- Submit club training reports to TI no later than March 31, 2006
- Start working with your clubs to ensure TI club membership dues renewals are received by April 1, 2006

##### Areas:

- Contact area governors to see if they need additional support or resources from their district leaders as they conduct their second round club visits

##### Divisions:

- Encourage division leaders to work with area governors to identify additional support or resources they may need from their district leaders

##### Districts:

- Districts should be planning their district executive committee meeting. Ensure the following items are included in the meeting: mid-year adjustments, report of audit committee (including approval), recommendations for the alignment of clubs within areas and divisions, presentation of most recent treasurer’s report
- Treasurer’s report (July 1 – January 31) due to district governor and lieutenant governors March 15, 2006
- Begin promoting your district council meeting, including notification and proxies, in district newsletters, communications, or on Web sites to ensure clubs have the opportunity to vote in the upcoming meeting. Notify clubs a minimum of 4 weeks prior to the meeting. For additional information and a sample proxy, please refer to the District Leadership Handbook (pg. 10-11; 112)

# The Proxies Are Coming!

The official Toastmasters International proxy certificates will be mailed to club presidents of record on March 31. They will be in a 9x12 blue envelope with the words "IMPORTANT PROXY INFORMATION ENCLOSED." Be sure to inform your clubs to be on the lookout for this important mailing.

The form has three parts:

- ▶ The first part contains the instructions on how to complete the proxies so that the club can exercise its votes.
- ▶ The second part is the proxy for nominating an international director candidate at the 2006 regional conferences. Clubs not assigned to regions can disregard this part.
- ▶ The third part is the proxy for electing the Board of Directors. Also, should there be any proposals, the proxy will include a space for the club's choice(s).

It is important to note that only the official proxy form is valid; copies or facsimiles cannot be honored. Also, should a club misplace its proxy, only one duplicate proxy may be mailed to the club president. When requesting a duplicate proxy, the name and address of the current president must be provided. A special e-mail box has been set up to accept duplicate proxy requests: [duplicateproxies@toastmasters.org](mailto:duplicateproxies@toastmasters.org).

Some districts spend a lot of time chasing proxies to ensure that clubs within their districts are represented. Here are some helpful hints to survive the annual proxy chase:

- ▶ Encourage your clubs to keep their club officer information up to date. Changes/additions/corrections can be made by clubs on the TI Web site through the club business section. Any changes should be made immediately to ensure the proxy is sent to the current president.
- ▶ Let your clubs know the mailing is coming. Put this information on your district's Web site and in your district's newsletter, if you have one. Area governors should also contact their clubs to encourage them to execute their proxies.
- ▶ Contact club presidents in early April. Ask if they received the proxies and whether they will be sending a delegate to the regional conference and international convention. If not, ask that both proxies be tendered to the district governor or another district officer.
- ▶ If the club president claims not to have received the proxies, give a description to confirm that it was never received, set aside or accidentally thrown away. Be sure the club president checks with the former officers to see if they received the proxy. This occurs sometimes when club officer information has not been updated at WHQ.

*Be sure the clubs in your district have their votes cast at the regional conferences and the international convention.*

# Talk up Toastmasters!

**FEBRUARY 1 – MARCH 31**

Do Toastmasters like to talk? During the new Talk up Toastmasters! membership contest, encourage clubs to invite as many guests to their meetings as possible. Clubs adding five new members to their roster between February 1 and March 31 receive a special Talk up Toastmasters! ribbon to display on their club banner. Clubs will also earn a choice of one module from The Better Speaker Series, The Successful Club Series or The Leadership Excellence Series.

## Corporate Leads

Thinking of starting a corporate club? Here are some companies that already have:  
 Toyota Financial Services, Owings, MD; CIMA Secretariat, Colombo, Sri Lanka; Compuware Corporation, Detroit, MI; Yachiyo-Engineering Co LTD, Japan; Amgen, West Greenwich, RI; Medtronics, Redmond, WA; Actel Corporation, Mountain View, CA; Juniper Networks, Sunnyvale, CA; Monster, Maynard, MA; and Parkway Corporation, Philadelphia, PA

## 2006 Regional Conferences

<b>I</b>	June 2-3, 2006	<b>Vancouver, B.C., Canada</b> Marriott Vancouver Pinnacle	Margaret Whitla, DTM mwhitla@telus.net
<b>II</b>	June 23-24, 2006	<b>Honolulu, Hawaii</b> Waikiki Beach Marriott Resort & Spa	JoAnna Lands, DTM jalands@hawaii.rr.com
<b>III</b>	June 2-3, 2006	<b>Oklahoma City, Oklahoma</b> Oklahoma City Marriott	Charlotte Howard, DTM cghoward@andrewsdavis.com
<b>IV</b>	June 16-17, 2006	<b>Minnetonka, Minnesota</b> Minneapolis Marriott Southwest	Judy Southwick, DTM judy@d6tm.org
<b>V</b>	June 9-10, 2006	<b>Indianapolis, Indiana</b> Hyatt Regency Indianapolis at State Capitol	Sam Bristol, DTM sbristoldtm@sbcglobal.net
<b>VI</b>	June 23-24, 2006	<b>Romulus, Michigan</b> Doubletree Hotel	Gloria Hamilton, DTM gloria.hamilton@irs.gov
<b>VII</b>	June 16-17, 2006	<b>East Rutherford, New Jersey</b> Sheraton Meadowlands Hotel & Conference Center	Rose Martino-Geerhard, DTM Rmartino-gerhard@juno.com
<b>VIII</b>	June 9-10, 2006	<b>Charlottesville, Virginia</b> Doubletree Hotel	Gale Kidd, DTM gkidd@sitestar.net

# QUICK DIRECTORY

- ▶ *Need help chartering a new club?* [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)
- ▶ *Have questions about your district reserve statement?* [statements@toastmasters.org](mailto:statements@toastmasters.org)
- ▶ *Have questions about your district budget, audit or treasurer's reports?* [jmcperson@toastmasters.org](mailto:jmcperson@toastmasters.org)
- ▶ *Questions about area visit report forms?* [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)
- ▶ *Reporting a change in district officers?* [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)
- ▶ *General questions about district administration?* [sdemiris@toastmasters.org](mailto:sdemiris@toastmasters.org) or [kvangunst@toastmasters.org](mailto:kvangunst@toastmasters.org)
- ▶ *Questions about disciplinary matters?* [jturpie@toastmasters.org](mailto:jturpie@toastmasters.org) or [nlangton@toastmasters.org](mailto:nlangton@toastmasters.org)
- ▶ *To verify eligibility of your area/division/district speech contestants:* [dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)
- ▶ *Questions about speech contest rules and situations?* [dyosha@toastmasters.org](mailto:dyosha@toastmasters.org)
- ▶ *Questions about the District Newsletter?* [sdemiris@toastmasters.org](mailto:sdemiris@toastmasters.org)
- ▶ *Want to place a supply order?* [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org)
- ▶ *Still not sure? Visit the Contact Us section of [www.toastmasters.org](http://www.toastmasters.org) or e-mail:* [tminfo@toastmasters.org](mailto:tminfo@toastmasters.org)

## Check Contestants' Eligibility!

**B**e sure all of your district's speech contest chairmen confirm contestants' eligibility before each contest. Each year someone is disqualified at the area, division or district level because no one confirmed his or her eligibility earlier. Don't let this happen in your district!

Those ineligible to compete in the International Speech Contest are: incumbent international officers and directors; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor or area governor) whose terms expire June 30; International officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division and district event at which the contest will be held; presenters of educational sessions at regional conferences and/or the International Convention. An individual may not be a judge at any level for a contest in which they are still competing. A contestant must be a member in good standing of the club in which he or she is competing, and the club also must be in good standing. A new, dual or reinstated member must have dues and membership application current with World Headquarters. Contest chairmen can call World Headquarters' Education and Program Development Department or e-mail [dyosha@toastmasters.org](mailto:dyosha@toastmasters.org) to confirm contestants' membership or if they have other questions about eligibility.

Remember, a contestant must maintain eligibility at all levels of the contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

For other eligibility requirements and rules for the International Speech Contest, visit the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).