

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 ®

Know Any Good Speakers?

IF YOU KNOW OF AN EXPERIENCED SPEAKER you think would be a good fit for the educational sessions at next year's convention in Calgary, Alberta, Canada, please let us know!

We are looking for experienced individuals who have delivered speeches related to the following topics to audiences at the district level or above, or to audiences outside Toastmasters:

- ▶ Communication
- ▶ Leadership
- ▶ Skill Building
- ▶ Club and District Success

Please send your recommendation via e-mail to Suzanne Frey at sfrey@toastmasters.org with a brief explanation of why you recommend this speaker.

Convention Photos Available Online

IF YOU'D LIKE TO SEE THE PHOTOS taken at the International Convention in Phoenix by TI's official photographer, Jowdy Photography, go to the Toastmasters Members page at members.toastmasters.org and click on any of the photos in the photo gallery on the home page. Then follow the instructions on the screen.

District Governors—Have You Selected the Audit Committee?

REMINDER... NOVEMBER 1ST IS THE DEADLINE for the district governor to select the audit committee for the 2007-2008 district year.

Who can serve on the audit committee? The committee should consist of at least three Toastmasters who are not members of the district executive committee.

What is the responsibility of the audit committee? The purpose of the audit committee is to confirm that district funds were spent appropriately. The committee reviews the district's financial transactions twice during the year and provides reports for the six months ending December 31, and for the year ending June 30.

Further information and guidelines can be found on our Web site at: members.toastmasters.org > (search Audit Committee Guidelines).

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IT'S A WRAP!

The new marketing DVD,
Welcome to Toastmasters!
officially released!

THIS PROMOTIONAL DVD is a 15-minute film to show to anyone who wants to know more about the benefits of Toastmasters. It includes 12 testimonials from people who tell how Toastmasters has helped them in their careers and in their lives.

You can order them online for only \$5 each!

Go to toastmasters.org > shop.
Welcome to Toastmasters! (Item 244DVD)

"You have to believe in yourself, that's the secret. Even when I was in the orphanage, when I was roaming the street trying to find enough to eat, even then I thought of myself as the greatest actor in the world. I had to feel the exuberance that comes from utter confidence in yourself. Without it, you go down to defeat."

— Charlie Chaplin

Contest Dos and Don'ts

WHEN CONTESTS ARE FAIRLY AND PROPERLY CONDUCTED, they can be enjoyable and educational events. Follow these tips to help your contest be a success.

Do:

- ▶ Confirm all contestants' eligibility with WHQ. Contact **speechcontests@toastmasters.org**.
- ▶ Select only qualified judges.
- ▶ Be sure contest officials *and* contestants know and understand all contest rules.
- ▶ Conduct training for judges.
- ▶ Purchase all contest forms from WHQ at least 3–4 weeks before contest dates.
- ▶ Have the chief judge provide to the contest chairman a list showing placement of all contestants.
- ▶ Contact WHQ with questions regarding rule interpretations **before** the contest. Once a contest is over, the results cannot be altered.

Don't:

- ▶ Announce or publish judges' names. All judges must remain anonymous.
- ▶ Allow disqualified contestants to participate at the next contest level. If a contestant is disqualified, he or she is deprived of the right to further participate in a contest.
- ▶ Combine club, area or division speech contests. Each contest must have its own set of judges and contestants and one contest must be concluded before a new contest begins.
- ▶ Provide information from judges' guides and ballots or timers' records to anyone other than the chief judge and contest chairman.
- ▶ Allow protests from audience members. Protests are limited to judges and contestants.

Questions About Club Coach?

VISIT OUR NEW WEB SITE at **members.toastmasters.org** and get answers to your questions.

Whether you are looking for general information about the program, coach training materials or just the appointment form, it's all there by simply typing "club coach" in the search box.

To assign a coach, the district governor must fill out the appointment form and either fax, mail or e-mail it back to **clubcoach@toastmasters.org**.

Still have a question? E-mail **clubcoach@toastmasters.org**.

FEATURED PRODUCT

GETTING THE WORD OUT about Toastmasters is easy with our Public Relations and Advertising Kit (Item 1150). For only \$20.00, this kit contains all materials essential for your public relations campaign. Sample pamphlets, tips for promoting Toastmasters through the media and community, *Let The World Know* – Toastmasters Publicity and Promotion Handbook, and camera-ready ads are just a few of the items you will receive.

To order, visit our online store at **members.toastmasters.org > shop**, e-mail **supplyorders@toastmasters.org**, fax your order to 949-858-1207 or call the orders desk within the Member Services Department at 949-858-8255.

Shop 'Til You Drop!

CHECK OUT our new Web store at **members.toastmasters.org > shop!** With your current membership, take advantage of our member pricing. Find products easily by either using the in-store search feature, or by clicking on one of the seven main tabs and then navigating down through the categories on the left. Whether manuals, club supplies, apparel or gifts, you're sure to find everything you are looking for and more. Start shopping today!

CORPORATE CLUBS CORNER

THE LAST EDITION OF THIS NEWSLETTER mentioned the use of exhibits at trade shows and conferences as a great way to promote Toastmasters in the corporate environment. It is important to present Toastmasters in a professional way, so always dress in business attire or something suitable to the culture of the organization. Here are some ideas for conversation starters when you are at the event:

"Have you ever been to a Toastmasters meeting?"

"Is there a Toastmasters group at your company now?"

"Do you know anyone who is in Toastmasters?"

Possible follow-up question:

"What types of training programs do you have at your company?"

The key is to determine how Toastmasters can help their employees become better speakers and leaders!

Tips for the New Web Site

AS YOU KNOW, THE NEW TOASTMASTERS WEB SITE LAUNCHED in September! We thank you for your feedback in making this site as useful as possible to members, officers and anyone interested in becoming a member. Keep in mind that the site is a work in progress, so check back often for updates and improvements, based on your valuable suggestions. Here are some tips to help with your Web site experience:

Remember to click on **Members** (top left) to access all member and officer information and business. You do not need to log in to access the Members area.

CLUB AND DISTRICT OFFICERS: To conduct club or district business: Go to members.toastmasters.org > **Club Officer or District Officer**. Your club and district officer login IDs and passwords have not changed from the old site.

ALL MEMBERS: To update your profile (under My Profile) or to Shop, you must login using your separate Member ID. This is different from all past online store shopper logins you may have used. You only need to log in as a Member if you want to access/make changes to My Profile or Shop in the online store.

SAVE TIME: Take advantage of the powerful new Search feature. Use the Search box in the top right corner of your screen to quickly locate what you need. For best results, narrow or reword your search terms.

NOTE: The main section of toastmasters.org is purposely designed to be used as a marketing tool for potential members and new clubs, while the accompanying Members section is specifically designed to provide members and officers with in-depth information. The Members section is also the portal for conducting club and district business and for viewing reports.

The more familiar you become with the new site, the easier it will be!

Here are some companies that started new clubs in July and August:

ABG

Agilent Technologies

Atlanta Medical Center

Bank of America

BMC Software

CB Richard Ellis, Inc.

Citibank

Clayton College of National Health

Credit Suisse First

Crossmark, Inc.

Deloitte & Touche

Desert Schools Federal Credit Union

Emmis Communications

FDIC

IBM

Infosys Technologies

Ing

Jason's Deli

Keller Williams American Premier Realty

Manitoba Public Ins.

Moli LLC

Network Appliance

New Age Electronics

Plains Capital Bank

Quest Pharmaceutical Services

Regence Blue Shield

Riverside County Planning Dept.

Saudi Aramco

SEI Investments

Social Security Admin

State Farm Insurance (2)

Tarrant County Public Health

TKDA

University of Chicago Medical Center

UPMS

World Financial Group

Wright Express

Conducting an Effective Club Visit

PART OF THE DISTRICT'S MISSION is to ensure that every club fulfills its responsibilities to its members. To achieve this, the district must establish and maintain positive, supportive relationships with each club. Area governors play a critical role in preserving this relationship through club visits, which are required twice a year and should take place between July 1–October 31 and again from January 1–April 30.

As you prepare for your club visits:

- ▶ Review the Distinguished Club Program report online for the club to determine where the club is in relation to its goals.
- ▶ Familiarize yourself with the Area Report of Club Visit form online – it will act as your evaluation tool during your visit.
- ▶ Contact the club president at least one month prior to your visit.
- ▶ Request a copy of the Club Success Plan from the club president and spend time reviewing it prior to the visit.
- ▶ Ask that the club president share the club's historical information and demographics.
- ▶ Work with the club president to determine the club's specific needs so you can customize

your visit and ensure the club is getting the most out of it.

Each club visit will vary depending on the arrangements you've made with the club president. Focus on those items that are applicable based on your agreements:

- ▶ Discuss the club mission.
- ▶ Discuss characteristics of successful clubs through best practices.
- ▶ Ask club leaders how they know when they are successfully meeting the needs of their members?
- ▶ If you give a speech, opt for a manual one.
- ▶ Review the Toastmasters programs (e.g., Membership Building, Distinguished Club Program).
- ▶ Identify prospective future leaders – talk about leadership opportunities within Toastmasters.
- ▶ Debrief your visit with the members. Ask these questions about the meeting – What worked well? What didn't work? How can you better meet the club's needs during your next visit? Use this feedback to plan future visits.

After your visit with the whole club, spend time with the club's leaders. Do a separate debrief with them. They may provide different feedback than you receive from the members.

Ask how communication between you and the club can improve. Discuss where the club is in relation to year-end goals and discuss strategies to ensure those goals are achieved. Use the Distinguished Club Program and Club Success Plan as your guide. Recommend methods for moving forward and point out opportunities for enhancement.

Even though your visit with the club has ended there are some additional items you need to complete:

- ▶ Submit the Area Report of Club Visit form online at **members.toastmasters.org > District Officer > Conduct District Business > Area report of club visit**. A copy of the form will automatically be sent to your district leaders and the club president. Reports are due twice a year. Deadlines are November 30 and May 31.
- ▶ Write a thank you note to the club.
- ▶ Follow up with the club and see how things have been since the visit. Ask if the club needs additional support then ensure you provide it.
- ▶ Keep records of your area club visits and pass them on to the next year's area governor. This will ensure clubs' needs are continually met.

Renewal Time is Here!

IT'S TIME TO ENCOURAGE THE CLUBS IN YOUR AREA TO RENEW THEIR MEMBERS ONLINE. Each club has a login and password that allows them access to the Club Business section of the Toastmasters Members Web site, where they can pay dues and perform other important tasks.

Districts can check the dues renewal status of clubs by viewing the Performance Reports located online. From the Members home page, **members.toastmasters.org > Officer Resources > District Officer Resources**, to view a variety of reports. October dues renewals status is updated daily and reports are available by club, area, division and district.

Benefits of keeping memberships up to date include:

- ▶ Continuing receipt of the monthly magazine
- ▶ Member pricing at the Toastmasters Online Store
- ▶ Eligibility for speech contests

In order to receive all of the benefits of continued membership, clubs must submit complete dues renewals by October 1. Be sure to follow up with each club and get those reports submitted on time. In order to receive on-time credit in the Distinguished District Program, renewals must be received at World Headquarters by 5:00 p.m. Pacific Time, October 10, 2007.

Do You Want District Success? Try This To-Do List:

AS DISTRICT LEADERS, you know that success is achieved by working together; that district success is achieved only through successful clubs, areas and divisions. The following To-Do list will help ensure that this will happen:

OCTOBER

Checklist:

- Submit club membership dues renewals online
- Complete area governor first-round club visits
- Prepare for district conference
- Prepare for district executive committee meeting
- Prepare for district council meeting
- Prepare previous year's financial records
- Start planning audit committee appointments

Deadlines/Important Dates:

October 1:

- October dues renewals due to WHQ

October 10:

- October dues renewals due to WHQ for Distinguished Club Program credit

October 15:

- Monthly treasurer's report (July 1 - August 31) due to District Trio

October 31:

- First-round area governor club visits should be completed

Tips:

- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ

- If every club in your district is Distinguished, it makes your district goals easier to achieve
- Evaluate the training and use the findings to enhance the next officer training

NOVEMBER

Checklist:

- Submit club membership dues renewals online
- Follow-up with those who have not paid their October dues

Deadlines/Important Dates:

November 1:

- District governor to appoint audit committee

November 15:

- October dues renewals due for Distinguished Area Program credit
- Monthly treasurer's report (July 1 - September 30) due to District Trio
- Treasurer's report (July 1 - September 30) due to WHQ

November 30:

- Area governors - first-round club visit reports due to WHQ
- Previous year's financial records due to WHQ

Tips:

- Work on club building efforts
- Stay on track; check your DPR reports regularly
- Confirm submissions with WHQ
- Share successes and challenges with other leaders
- Don't forget to thank your volunteers for everything that they do

E-MAIL DIRECTORY

New clubs:

newclubs@toastmasters.org

Orders:

supplyorders@toastmasters.org

District questions:

districts@toastmasters.org

District reserve statements:

statements@toastmasters.org

District budget, audit or treasurer's reports:

districtfinancialquestions@toastmasters.org

Speech contests:

speechcontests@toastmasters.org

Disciplinary matters:

districts@toastmasters.org

Duplicate proxies or other proxy questions:

duplicateproxies@toastmasters.org

Other questions:

See the Contact Us section of toastmasters.org or e-mail: tminfo@toastmasters.org