

Standards for Area Governors

- ✓ **Focus on membership growth** and educational achievements in clubs so the area can achieve a minimum recognition of Distinguished Area.
- ✓ **Motivate and assist each club** in the area to become a Distinguished Club.
- ✓ **Make at least two club visits** and:
 - ~ assess club membership and willingness to grow
 - ~ assess who will achieve educational achievements and when these will be completed
 - ~ evaluate club quality of meetings, recognition, working with new members and administrationcomplete the Area Report of Club Visit form online
- ✓ **Offer to make a presentation** during the club visit on one or more of the following topics:
 - ~ Distinguished Club Program
 - ~ Communication and Leadership Tracks
 - ~ Membership growth and development
- ✓ **Ensure that each club understands** the service roles of area governor and the district.
- ✓ **Contact club presidents monthly** about:
 - ~ Distinguished Club Program performance
 - ~ Follow up on items identified during previous visit
 - ~ District training or other district events
- ✓ **Growth**
 - ~ Ensure no net club loss in the area.
 - ~ With help from the division governor, build at least one new club within the area.
- ✓ **Hold at least two area council meetings** each year and have the following topics on the agenda:
 - ~ Distinguished Club Program, including club plans, goals, needs for district/area assistance
 - ~ Attendance at club officer training
 - ~ Planning for inter-club events (e.g., training, time and place of area speech contests)
 - ~ Idea exchange – clubs can share success stories
- ✓ **Participate in district training** for division governors and area governors, Executive Committee meetings, district conferences and district council meetings.

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TOASTMASTERS INTERNATIONAL

The Mission of the District

The mission of the district is to enhance the performance and extend the networks of clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- ✓ Focusing on the critical success factors as specified by the district educational goals and membership goals.
- ✓ Ensuring that each club effectively fulfills its responsibilities to its members.
- ✓ Providing effective training and leadership development opportunities for club and district officers.

The Heart of the Toastmasters Program...

is the Club. It provides the environment and support members need to develop their communication and leadership skills.

Featured within the Toastmasters organization are additional levels of assistance which provide support to clubs. The primary function of districts, for example, is to help clubs in their efforts. Area governors work for the districts by taking responsibility for the well-being and activities of all clubs assigned to their areas. As district officers, division governors strengthen this network by offering support and guidance to area governors. ***Effective area governors encourage the health and growth of clubs and insure the success of their divisions.***

Visit the District 63 Website
<http://www.d63toastmasters.wordpress.com/resources>
and download your own copy of the pocket guide!



Achieving Success as an Area Governor



The Area Governor is responsible for Clubs within the Area and is the District representative to the Clubs in the Area.

Planning to Become a Distinguished Area Governor

	Club #	Club #	Club #	Club #	Club #	Club #
Becoming a DISTINGUISHED Area - achieve 4 of 5 goals:	#	#	#	#	#	#
Goal 1: 75% of October Club membership dues renewals submitted on time (at WHQ by 11/15)						
Goal 2: 75% of April Club membership dues renewals submitted on time (at WHQ by 5/15)						
Goal 3: Average of 1.75 CC awarded per Club by June 30						
Goal 4: Average of 1.00 AC awarded for every 2 Clubs June 30						
Goal 5: 60% of Area's Clubs become Distinguished						
Becoming a SELECT DISTINGUISHED Area - achieve above 5 plus these 3:						
Goal 6: Submission of 80% of Area Report of Club Visit Forms - first round - by 11/30						
Goal 7: Submission of 80% of Area Report of Club Visit Forms - second round - by 5/31						
Goal 8: 60% of Area Clubs at 20-plus membership by June 30						
Becoming a PRESIDENT'S DISTINGUISHED Area - achieve above 8 and this one:						
Goal 9: Net increase of at least one new club by June 30.						
Assessing Your Clubs						
Base membership as of July 1, 2008						
How many CCs were earned by this Club last year?						
How many ACs were earned by the Club last year?						
How many Club Officers were trained at each session last year: JUN-AUG / DEC-FEB						
How many new members joined during each six month period last year?						
Checklist - PLAN Now to Become Distinguished...						
Date of First Area Visit						
Date of Second Area Visit						
Date of Club Contest - Fall						
Date of Club Contest - Spring						
Does Club have a Distinguished Club Plan in place?	yes/no	yes/no	yes/no	yes/no	yes/no	yes/no
Obtain Club roster of all members and officers with email addresses						
Ask VPE for a recent Member Progress Chart						
Does Club need help or have potential problems? If yes contact your LGM.	yes/no	yes/no	yes/no	yes/no	yes/no	yes/no
Does club plan a membership drive?	yes/no	yes/no	yes/no	yes/no	yes/no	yes/no
CC Goal # 1: List name of TM committed to complete CC by Dec 31						
CC Goal # 1: List name of TM committed to complete CC by Dec 31						
CC Goal # 2: List name of TM committed to complete CC by June 30						
CC Goal # 2: List name of TM committed to complete CC by June 30						
AC Goal # 1: List name of TM committed to complete AC by Dec 31						
AC Goal # 2: List name of TM committed to complete AC by June 30						
Email the Club a reminder to collect Dues by end of September (enter date of email)						
Email the Club a reminder to collect Dues by end of April (enter date of email)						
Email the Club a reminder to elect new officers during the month of May (enter date of email)						
Dates for Area Council Meetings: First / Second / Third / Fourth						