

**District Mission**

The mission of the district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

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

**Division Governor Role**

As division governor, you support clubs by supporting area governors. One of your primary goals as division governor is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, you coordinate activities within the division, set division goals, and motivate and guide area governors. To accomplish all this, division governors build teams, which often include division council members among others.

**Team Composition**

Name the members of the division's core team.  
(These include the division governor, division council members, and others.)

Name the members of the division's extended team.  
(These may include such people as the assistant division governor.)

**Values**

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future.

What are the division's core values?

**Team Operating Principles**

What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)

**Potential Obstacles**

What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)

**Meeting Protocol**

In general, how will the team process tasks? (For example, consider how often to meet or call, what the team's meeting practices will be, etc.)

**Team Interactions and Behavioral Norms**

How will decisions be made?

What will be the team's method of communication? Determine the team's first preference, second preference, and so on.

What will the communication parameters be? Parameters might include whether the team communicates by phone or email, whether the team sets up a weekly conference call, or how often team members can expect to communicate.

How will the team resolve differences of opinion?

How will the team support one another?

How will the team ensure equitable participation when completing activities?

How will team members be held accountable for their responsibilities?

How will the core team and extended teams be recognized for their efforts?

**Starting Number**

 Club base

**Qualifying Requirements**

No net club loss

**Goal: Distinguished Clubs and Club Growth**

Distinguished		Club base x 0.4
Select Distinguished		Club base x 0.45
President's Distinguished		Club base x 0.5 + 1 club

**Situation Analysis**

What is the current situation in the division? What percent of division clubs are typically Distinguished? Do members understand how to achieve success? Does the division have special challenges? (One situation might be that five clubs in the division are weak and could dissolve if no action is taken. Another example might be that the district has identified six solid new club prospects.)

**Strategy**

What actions will the division take? What has worked in the past? What has not? What new programs or incentives could the division implement? How will the division promote existing programs? How have other divisions been successful? What could the division do to stretch this goal? (The strategy might include actions, such as assigning club coaches to weak clubs and working with area governors to contact club leads.)

Action 1	
Action 2	
Action 3	
Action 4	
Action 5	

**Resources**

What people, equipment, meeting places, and money does the division have at its disposal? What committee could work toward the goal? Are any members interested in heading projects toward leadership goals? How much money has been budgeted for achieving this goal?

**Assignments**

Who is in charge of each action? Who is on each team? What are each team member's specific responsibilities?

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Action 1	
Action 2	
Action 3	
Action 4	
Action 5	

**Timetable**

When will each action item begin? When will each action item be complete? How will progress be tracked?

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Action 1	
Action 2	
Action 3	
Action 4	
Action 5	

**Additional Goals**

Answer the same types of questions to reach each additional division goal. Additional goals might have to do with new leadership opportunities or better service to members. Where else is there room for improvement in the division?

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**Goal**

What specific, measureable, attainable, and relevant additional goal can the division meet? (An example is to increase Distinguished clubs in the division by 30 percent.)

**Situation Analysis**

What is the current situation in the division? Do members understand how to achieve success? Does the division have special challenges?

**Strategy**

What actions will the division take? What has worked in the past? What has not? What new programs or incentives could the division implement? How will the division promote existing programs? How have other divisions been successful? What could the division do to stretch this goal?

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## Signatures

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Division governor

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Date

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Team member and role

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Date

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Team member and role

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Date

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Team member and role

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Date

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Team member and role

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Team member and role

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Date



**Distinguished Division Program Resources**  
**Listed in order of relevance**

<i>Distinguished Club Program/Club Success Plan</i> (Item 1111)	<a href="http://www.toastmasters.org/1111_dcp">www.toastmasters.org/1111_dcp</a>
<i>District Leadership Handbook</i> (Item 222)	<a href="http://www.toastmasters.org/DLH">www.toastmasters.org/DLH</a>
<i>Moments of Truth</i> (Item 290)	<a href="http://www.toastmasters.org/290AMoT">www.toastmasters.org/290AMoT</a>
<i>The Successful Club Series</i> (Item 289)	<a href="http://www.toastmasters.org/289">www.toastmasters.org/289</a>
Area and division governor training materials	<a href="http://www.toastmasters.org/TrainingMaterials">www.toastmasters.org/TrainingMaterials</a>
<i>Master Your Meetings</i> (Item 1312)	<a href="http://www.toastmasters.org/1312">www.toastmasters.org/1312</a>
<i>Membership Growth</i> (Item 1159)	<a href="http://www.toastmasters.org/1159">www.toastmasters.org/1159</a>
<i>Put on a Good Show</i> (Item 220)	<a href="http://www.toastmasters.org/220">www.toastmasters.org/220</a>
District Leader E-toolkit	<a href="http://www.toastmasters.org/DistrictLeaderToolkit">www.toastmasters.org/DistrictLeaderToolkit</a>
Membership Building tab on Web	<a href="http://www.toastmasters.org/MembershipBuilding">www.toastmasters.org/MembershipBuilding</a>
Virtual Brand Portal	<a href="http://www.toastmasters.org/vbp">www.toastmasters.org/vbp</a>
To ask questions about the Distinguished Division Program	<a href="mailto:districts@toastmasters.org">districts@toastmasters.org</a>
To ask questions about online reports	<a href="mailto:reports@toastmasters.org">reports@toastmasters.org</a>