

District Mission and Purpose

The district mission is to build new clubs and support all clubs in achieving excellence.

The district purpose 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:

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

Division Director Role

As division director, you support clubs by supporting area directors. One of your primary goals as division director 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 directors. To accomplish all this, division directors 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 director, division council members and others.)

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

Values

Toastmasters International’s values are integrity, respect, service and excellence. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters’ values provide a means of guiding and evaluating the organization’s operations, planning and envisioned 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	<input type="checkbox"/>	Club base x 0.4
Select Distinguished	<input type="checkbox"/>	Club base x 0.45
President's Distinguished	<input type="checkbox"/>	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 situation 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 directors 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?

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?

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?

Goal

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

Situation Analysis

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Strategy

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Action 1	
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Signatures

Division director

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Team member and role

Date

Distinguished Division Program Resources

Listed in order of relevance

<i>Distinguished Club Program and Club Success Plan</i> (Item 1111)	www.toastmasters.org/1111
<i>District Leadership Handbook</i> (Item 222)	www.toastmasters.org/222
<i>Moments of Truth</i> (Item 290)	www.toastmasters.org/290
<i>The Successful Club Series</i> (Item 289)	www.toastmasters.org/289
Area and division director training materials	www.toastmasters.org/trainingmaterials
<i>Master Your Meetings</i> (Item 1312)	www.toastmasters.org/1312
<i>Membership Growth</i> (Item 1159)	www.toastmasters.org/1159
<i>Put on a Good Show</i> (Item 220)	www.toastmasters.org/220
District Leader Tools	www.toastmasters.org/districtleadertoolkit
Membership Building	www.toastmasters.org/membershipbuilding
Logos, Images and Templates	www.toastmasters.org/logos
Questions about the Distinguished Division Program	districts@toastmasters.org
Questions about online reports	reports@toastmasters.org