

Yukon Alaska Council of Toastmasters Presents
"Own the Vision: A Practical Guide to a Successful Toastmasters Year."

Dear fellow YACT Toastmaster;

I would like to offer a huge "thank you" to all who attended the June 30th Induction Ceremony for the 2011-2012 incoming YACT officers. What an amazing experience it was for those of us in attendance and as presenters. I feel the information gathered is so vital and useful for the coming year, I am sharing it with the entire Council! It would not have been possible without everyone's participation so thank you for your comments. As your Lt. Governor Marketing, I feel it is my responsibility to give you every opportunity to succeed and reach your Toastmasters goals.

Information provided below was obtained at the meeting through the Area Governor and Division Governor presentations. Below you will find information, helpful hints and practical solutions to all questions and comments raised.

Regards~

Dawn

Dawn Williams
Lt. Governor Marketing, YACT

During the training and induction ceremony for the 2011-2012 Yukon-Alaska Council of Toastmasters, an activity was provided to solicit feedback from past, current and incoming officers about their position and thoughts on what they perceived would help (or would have helped) and hinder their success for the coming year. The rules were simple:

1. Everyone participates.
2. All feedback is valuable.
3. Write your feedback on the color coordinated post-its with the provided Sharpie markers for all to see.
4. Write one thought / idea per post-it. Stick under appropriate heading (Club Officer Helps, Club Officer Hinders, Area Governor Helps, Area Governor Hinders, Division Governor Helps, Division Governor Hinders, YACT Trio & Support Officers Helps, and YACT Trio & Support Officers Hinders).
5. Participants' bucket and group common ideas.
6. Review the most common themes.

The results of this activity are focused on where you as a Club Officer, Area Governor, Division Governor or YACT Trio & Support Officers should focus your time and efforts in the coming year

to help EVERYONE be successful. The activity reinforced the theme of the ceremony, a quote from French Poet, Anatole France:

“To accomplish great things, we must not only act, but also dream; not only plan but also believe.”

CLUB OFFICERS

What would help you in your role as a Club Officer?

1. **Knowing, Writing and Sharing the Club Distinguished Program.**
 - a. Working on Club Distinguished Program together
 - b. Distinguished Club Program, written and shared by officers
 - c. Know Club Distinguished Program inside and out
 - d. Incoming Club President, use Club Success Plan

The Club Distinguished Program (DCP) is an annual program, running from July 1st through June 30th. The program consists of 10 goals your club should strive to achieve during this time using the Club Success Plan as a guide. (*As a council and not a district, YACT members can only achieve 9 goals since we do not offer district training sessions.)*

Manuals Available:

This link is provided to you to print out the Toastmasters Manual “**Distinguished Club Program and Club Success Plan. How to Be a Distinguished Club.**”

<http://www.toastmasters.org/1111dcp>

Other Resources Available:

At the training, I shared a form I created for my club’s Distinguished Club Program. It allowed me to go through each goal and assign or strategize members who I thought were close to reaching their goal to help the club. I was able to apply a strategy to each goal and alter as needed. Read through activity and apply your own strategies for the dynamic of your club.

(See insert on next page.)



Alyeska Toastmasters Success Plan, 2011 – 2012

ACTIVITY	GOAL	STRATEGY	MEMBERS	TIMETABLE	ACTUAL COMPLETION
(1) Competent Communicator	2	- Enlist new Executive Committee to commit to getting their CC this year.	1. 2. 3. 4.		
(2) Competent Communicator	2	- Identify four additional members to achieve their CC this year.	1. 2. 3. 4.		
(3) Advanced Communicator	1	- Enlist Executive Committee who has obtained their CC to achieve AC-Bronze this year.	1.		
(4) Advanced Communicator	1	- Identify additional members to achieve their AC status.	1. 2. 3.		
(5) CL, AL or DTM	1	- Identify those members wanting to advance through the CL series.	1. 2. 3. 4.		
(6) CL, AL or DTM	1	- Identify another member wanting to advance through the CL series.	1. 2. 3.		
(7) New Members	4	- Have each Executive Committee member identify and nurture two new members, one every six months to join.	1. 2. 3. 4.		
(8) New Members	4	- Have each member identify and nurture a new member this year.	1. 2. 3. 4.		
(9) Club Officers Training	4	- Minimum of four Executive Committee members to attend each training.	1. 2. 3. 4.	Does not count towards DCP since we do not have District training.	
(10) Membership Renewal Report	2	- Set Outlook reminder for mid Sept. and mid Mar. to collect dues and submit.	1. 2.	First report is due on Oct 10 th . Second report is due April 10 th .	

Training Opportunities:

Area Governors should see this as an opportunity to provide a valuable resource to his/her clubs and set up a workshop on writing a Club Success Plan. Include as an agenda item for Area Council Meeting.

Division Governors should see this as an opportunity to support their Area Governors if they are unable to set up a workshop individually, perhaps set up a joint workshop. Include as an agenda item for Division Council Meeting, which clubs are working their Club Success Plan?

For any upcoming training sessions, **YACT Trio & Supporting Officers** should provide a workshop on explaining the Distinguished Club Program and how to write a Club Success Plan.

2. Promote Individual Members

- a. Focus Members on personal goals
- b. Better club integration, members visiting other clubs
- c. Mentor involvement
- d. Willing to try new things to inspire other members

If clubs are having a hard time getting members to give speeches (should always be giving a book speech), ask people from other clubs to come and give speeches. Outgoing members should be encouraged to give speeches at other clubs. (One out of every three speeches is allowed to be given at another club.) It is also nice to hear from outside speakers. Have VPE contact other VPEs to see if members are willing to travel to another club and present. Member can also share best practices for evaluations and speech construction.

Manuals Available:

Competent Communication Manual
<http://www.toastmasters.org/225>

Competent Leadership Manual
<http://www.toastmasters.org/265>

Club Mentor Program Kit
<http://www.toastmasters.org/1163>

Other Resources Available:

Club Educational Progress Charts

<http://www.toastmasters.org/306>

Distinguished Club Programs Goals Wall Chart

<http://www.toastmasters.org/1111C>

Training Opportunities:

Area Governors should see this as an opportunity when they schedule club visits to present a speech on how to start a Club Mentor/Mentee program.

Division Governors should see this as an opportunity to promote the Mentoring program to Area Governors. Information can be used two-fold, one for clubs and members and the other for Club Mentors, when clubs are struggling and are in need of support.

YACT Trio & Supporting Officers can use this information for planning conferences and training sessions. How does it benefit YACT when we start with focusing on member goals?

3. Area & District vs. Club Officers

- a. Implement a rewards system to motivate on time reporting.
- b. Area Governor to induct new officers
- c. Better YACT Communication. Regular officer training with longer advanced notice.
- d. Incoming Officer Suggestion – Quarterly visits to club by Area Governor.

There are several reward systems in place by Toastmasters International to promote timely reporting. Refer to the Distinguished Club Program, Distinguished Area Program and Distinguished District Plan for more details.

It is a job of the Area Governor to formally induct new Club Officers. Toastmasters International is currently re-writing the Area Governor manual, and an official Induction Ceremony script cannot be included at this time. There are several links if you search the internet for Area Governor Induction Ceremony for more details and information.

Great opportunity for Division Governor to connect with Area Governors when each of their club induction ceremonies is being held. If an Area Governor is unable to attend one of their clubs ceremonies, ask the Division Governor to go in their place.

YACT provides training twice a year for new club officers, once in July and again in January. In Anchorage, the new club officer training is scheduled for:

July 21st at the BP Energy Center, 6:00PM

Contact Janice Bruchhauser, Lt. Governor Education & Training at jbruchhauser@gci.net for more information.

Area Governors are required to visit clubs twice a year. If you would like more visits, please contact your Area Governor individually and request more visits for specific training.

Manuals Available:

Area Governor Manual
(Currently being updated)

When You Are Club President
<http://www.toastmasters.org/290amot>

When you Are Club VP Education
<http://www.toastmasters.org/whenvpe2010>

When You Are Club VP Membership
<http://www.toastmasters.org/whenvpm2010>

When You Are Club VP Public Relations
<http://www.toastmasters.org/whenvppr2010>

When You Are Club Secretary
<http://www.toastmasters.org/whensec2010>

When You Are Club Treasurer
<http://www.toastmasters.org/whentre2010>

When You Are Club Sergeant At Arms
<http://www.toastmasters.org/whensaa2010>

Training Opportunities:

Anchorage/ Mat-Su Club Officer Training (possible video/conference call connection)

Thursday, July 21st, 6:00PM

BP Energy Center

Area Governors should see this as an opportunity to connect with their club officers. Call and invite club officers to training session or present a topic at the training. Connect with Division Governor for more details. Could also take this time to schedule first Area Council Meeting.

Division Governors should see this as an opportunity to promote Division Council Meeting time. Assist Area Governors with topics they can present at training and help support them by calling clubs to promote attendance.

YACT Trio & Supporting Officers Should use this opportunity to help educate members by hosting a training session. Network with fellow YACT members, make self available for questions.

4. Marketing / Public Relations

- a. Joint membership drives / demo meetings / events.
- b. Something on YACT website with contact information, roles that person has held (sort of like a Toastmaster Facebook page.)

Membership drives, demo meetings, speech contests and events happen naturally when there are regularly scheduled Area Council Meetings in which club officers can freely share ideas and situations in which they are looking for assistance with.

If clubs are looking for information on members to help with specific activities, they should contact their Area Governor for suggestions on who can help. I.E., Speech Contest Chair, Speechcraft Leaders, etc.

Manuals Available:

Club Building Strategy Guide for Districts

<http://www.toastmasters.org/122>

Speechcraft Promotional Kit

<http://www.toastmasters.org/205>

Putting on a Good Show: Meeting Planner Handbook
<http://www.toastmasters.org/220>

Training Opportunities:

Area Governors should see this as an agenda item for Area Council Meetings. Would the group like to hold a joint demo meeting? What about a membership drive? Has your Area already selected an Area Speech Contest Chair? Start asking members who want to turn it into a High Performance Leadership project. Ask your club officers what they need, and then offer what you can provide for them.

Division Governors should see this as an agenda item for Division Council Meetings. Have calendars been set for membership drives or speech contests? Are you able to support as a judge or guest speaker?

YACT Trio & Supporting Officers How can you assist in promoting a good contest or drive? Are you able to attend to show your support? Can you offer training for new contest chairs? Have supplies been ordered in a timely manner?

5. Other Topics

- a. Conduct Moments of Truth Program at least once a year
- b. The Manual
- c. VP Education – Speechcraft, grew membership by 3 new members

The Moments of Truth Program is part of the Successful Club Series. “Moments of Truth” discusses the standards necessary to create positive impressions about club service and provides a club evaluation exercise.

<http://www.toastmasters.org/290amot>

The Successful Club Series should be presented at least once a month to help members achieve their Competent Leadership-Bronze award. Two Successful Club Series or Leadership Excellence Series need to be completed in order to achieve this award.

Manuals are widely available on the Toastmasters International website as PDFs for immediate downloads.

Speechcrafts are one method of building membership within your club. Discuss plan with Club Executive Committee.

Manuals Available:

The Successful Club Series

The Leadership Excellence Series

An Opportunity to Succeed (Speechcraft)

Training Opportunities:

Area Governors should see this as opportunities to promote Successful Club Series presentations at trainings in either the club level or Area Council meetings.

Division Governors should see this as an agenda item for Division Council Meetings. Promotes membership and proactive Area Governors to maintain clubs are working Distinguished Club Program.

YACT Trio & Supporting Officers Make yourself available to network and be available to ask questions at Toastmaster events. Offer to present a series at either the club or Area level.

What would hinder you in your role as a Club Officer?

1. Procedural Issues at the Club Level

- a. Outgoing club President. Not saying what you might want to say. Tact rules.
- b. Not having a designated mentor/mentee program.

There are several free web-based programs for taking member surveys. Survey your club with one of the programs (like survey monkey) and ask members what they want from their club officers. Compile information, present to club, take a vote, and then comeback after an Executive Committee meeting with a plan to address their main concerns.

A mentor program offers many benefits for your club. By putting a little extra effort toward propelling new members off to a good start, your club can turn apprehensive new members into dedicated, enthusiastic Toastmasters.

Manuals Available:

Mentor Program

http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/ProgramsModules/SkillBuildingPrograms/TheSuccessfulClubSeries/MENTORING491.aspx

<http://www.toastmasters.org/1163a>

<http://www.toastmasters.org/1163b>

<http://www.toastmasters.org/1163c>

<http://www.toastmasters.org/1163d>

2. Communication Issues

- a. Complacency, not willing to grow.
- b. Who to call for struggling members?
- c. Not handing off from last person
- d. Incoming officer hinder, failing to announce Area Governor visit.
- e. Outgoing VPE, phone numbers and contact info of counter parts.
- f. Not enough feedback from club members.

You will have clubs and members who want to grow and will have some who do not want your help. With any organization a good rule of thumb to follow is: 1/3 of the membership is coming in as new members, 1/3 of the membership working through the manuals, 1/3 of the membership on their way out (goals have been met.)

All clubs go through attrition. Contact your Area Governor, Division Governor, or YACT Lt Governor of Education & Training for ideas. You can also ask other VP Memberships at your Area Council meetings.

We must remember that this is a volunteer organization. Area Governors try to schedule attending club meetings in advance, but sometimes they just pop-in as time allows. Area Governors should contact clubs and ask if they could make an unannounced visit. Several questions to ask yourself as a club are “Why would you need so much notice?” “What would change?” “What different preparation would you make if an Area Governor came to visit?”

All member contact information is found on the Toastmaster website at www.toastmasters.org. Login using your member ID and password. Go to Officer Resources, then Club Central. You can easily find contact information for all current members.

AREA GOVERNORS

Area Governor Responsibilities:

As Area Governor, you serve as the direct liaison between the district and the clubs.

Responsibilities:

1. Report regularly to the Division Governor and District Leadership on area progress.
2. Hold at least two area council meeting each year (Distinguished Club Program status and attendance at club officer training.)
3. Achieve Distinguished Area status.
4. Make at least two club visits per club, per year.
5. Contact Club Presidents monthly about Distinguished Club Program performance, district training, district events/opportunities, and follow-up on items identified during previous visit/contact.

For a link to full Area Governor’s responsibilities:

<http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/DistrictLeaderRoles/AreaGovernor.aspx>

What would help you in your role as an Area Governor?

1. Training

- a. This orientation would have helped so much
- b. Having more Area Governor Trainings.
- c. The manual
- d. Fill in on calendar my Distinguished Area Plan.
- e. Online reports from club visits
- f. Know Distinguished Club Program inside and out.

The good thing about Toastmasters is if you don't know how to do something or you want to learn to do something, there is a manual for that (probably an app as well!)

Manuals Available:

Area Governor Information link:

<http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/DistrictLeaderRoles/AreaGovernor.aspx>

Other Resources Available:

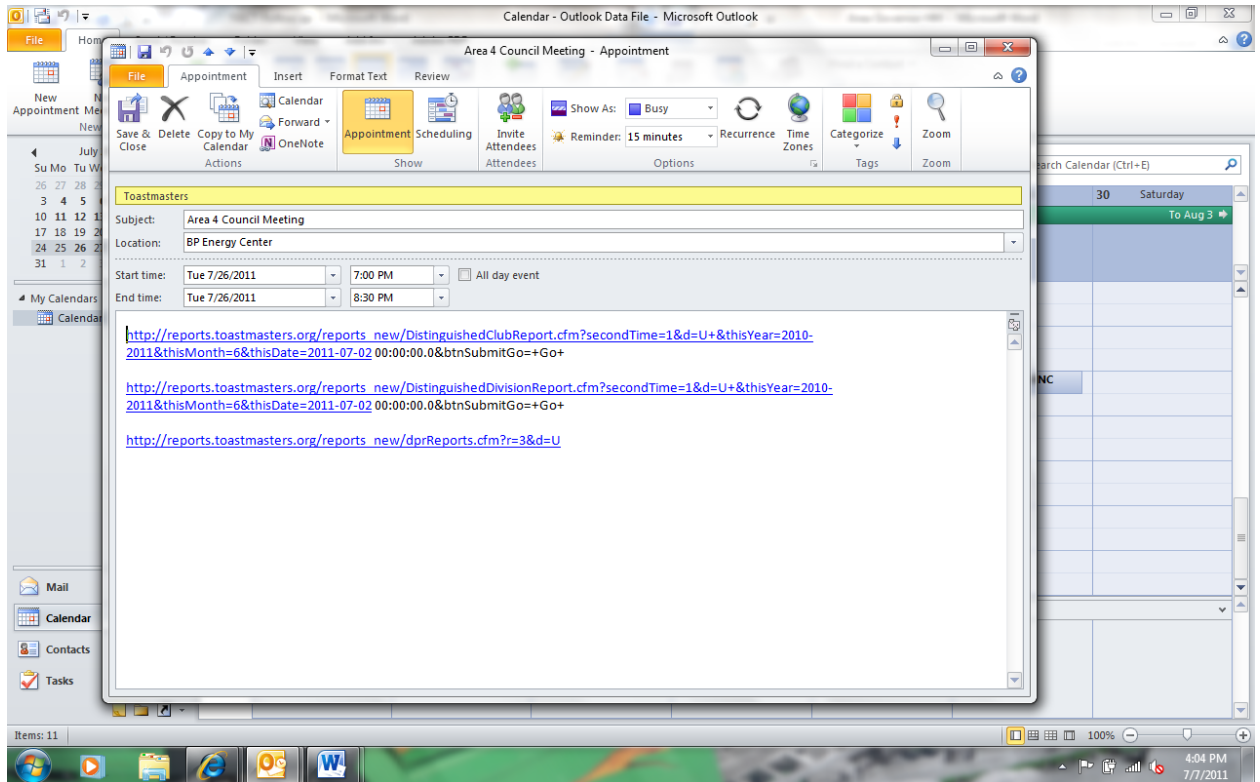
At the training, I shared a form I created for my Area's Distinguished Area Program. It allowed me to go through each goal and assign or strategize club which I thought were close to reaching their goals. I was able to apply a strategy to each goal and alter as needed. Read through activity and apply your own strategies for the dynamic of your area.



Area 8 Success Plan for President's Distinguished Area

ACTIVITY	GOAL	STRATEGY	POTENTIAL MEMBERS	TIMETABLE	ACTUAL COMPLETION
75% of October dues renewed	2	Contact all clubs and remind of deadline			
75% of April dues renewed	2	Contact all clubs and remind of deadline			
Average 1.75 CC Awards per Club	5.25	Contact VPE and see who is close to achieving.			
Average 1 AC for every two clubs	2	Contact VPE and see who is close to achieving.			
60% of area clubs achieve Distinguished Club level	2	Monitor each club progression.			
80% submission of area reports, 1 st round	4				
80% submission of area reports, 2 nd round	4				
60% of area clubs at 20+ membership on June 30	2				
Net Growth of one club	1				

As for filling in your calendar – I suggest once you have written out your strategy to achieve each goal for the Distinguished Area Program, put your club visits in your calendar, due dates for each goal, and any other trainings or meetings to attend. Also, if you set up reminders in Outlook, you can easily paste the links to your Area reports right into the body of your reminder making it easy to retrieve the information you are looking for.



Reporting has gotten so much easier with Toastmasters! All reports are submitted online and there is no faxing or sending snail mail required. Here is a link to the Reporting Requirements front page for all your reporting needs. (It also lists the deadline for submitting each report!)

<http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/ReportingRequirements.aspx>

By knowing the Distinguished Club Plan and Distinguished Area Plan requirements, makes setting your goals easier. A great way to get your District Governor involved is to ask them to present at your next Area Council meeting how to write a Distinguished Area Plan.

2. Communications

- a. Routinely talk and brainstorm with other Area Governors.
- b. Ability to give sandwich method feedback to club officers, especially new leadership.
- c. Getting together for Area Council meetings.
- d. Helpful to establish Area Councils.
- e. It's a big task so break it down into smaller steps.

- f. Communication, speak monthly at least.
- g. Improved communication from officers above to next level.
- h. Reach back to previous YACT officers for questions/support.

Communicating with other Area Governors is a key to success. You can't be expected to have all the answers every time. By routinely attending Area Council meetings you can brainstorm with other Area Governors for ideas. Ask your Division Governor for brainstorming time on the agenda.

Division Governors should see this as an agenda item for Division Council Meetings. You can also assist your Area Governors with breaking down their role into small, manageable parts so they can accomplish something for every meeting. Even something as small as calling one Club President a month.

At your Area Council meetings, you can also ask other YACT Officers to come and present speeches from the Successful Club Series or Leadership Excellence Series. This also promotes Advanced Leadership tracts with presenting.

3. Area Visit Logistics

- a. A list of Club Presidents
- b. Schedule time after visit to talk with President and VP Education.
- c. Distinguished Club Program, copy to take with to complete report.
- d. Start club visits in July.

Your Division Governor should be able to request a report for all club officers with contact information from the Trio. You can then set up an email Contact Group for all of your club Presidents and VP Education.

When you contact your Club Officers, especially when you make a visit, ask them for a copy of their Club Success Plan. This helps you 1. Know they have done one. 2. Will help you with your reports as well. If you are dropping in for a club visit, your club President probably won't have one available. Request in advance or obtain at their next Executive Committee meeting.

The sooner you start your club visits, the sooner that requirement is finished. If you are unable to attend a meeting – for instance a club meets Wednesday Nights at 7PM and you teach Bible Study Classes at the same time – ask your Division Governor for help. They can make arrangements to go in your place or find an alternative solution to complete your Area reports on time. Also by calling your Clubs in early July, you can tell them about the Club Officer Training taking place:

July 21st at the BP Energy Center, 6:00PM

This is also a good time to schedule your Area Council meeting and come up with agenda items.

4. Speech Contest
 - a. Contest chair to set up previous speech contest.
 - b. Name of members with previous speech contest experience to mentor newbies.

We learn proper technique in Toastmasters by repetition. Unfortunately, speech contests do not happen every week like club meetings do. We suggest finding a mentor when you decide to Chair a speech contest. Find a member who has previous speech contest experience and ask what helped them to be successful. Also, give yourself plenty of time to find volunteers to help you.

Speech contest awards are now ordered by the Lt. Governor or Education & Training. Contact Janice for more information.

Manuals Available:

<http://www.toastmasters.org/rulebook.aspx>

What would hinder you in your role as an Area Governor?

1. Logistics

- a. Work schedules vs. club meeting schedules.
- b. Distance can hinder success.
- c. Area report info, deadline for entering reports
- d. Membership recruitment

As mentioned earlier, if you are unable to attend a club meeting because your work or personal schedule does not allow, ask for help from your Division Governor.

Distance is Alaska and the Yukon is a common barrier. There are several technological advances that can help you communicate with your remote clubs. (When I say remote I am referring to clubs not in your town of residence.) Contact your remote club and ask what they need from you as their Area Governor. Then decide on a plan of communication for the year – conference calls, video links, Skype, etc. There are numerous avenues available for long distance communication throughout Alaska and the Yukon.

Area Governor timely reporting requires a proactive response on your end. In put deadlines with reminders in your calendar so they automatically pop-up. This will help ensure all reporting is done on time.

Membership can be discussed in monthly Division Council meetings. You can brainstorm with other Area Governors on holding joint membership drives, speech crafts and find out success stories from other Area Governors.

2. Tools

- a. Club visits paper reports, not helpful.
- b. Non-functional TI website several times this year.

All reporting takes place online through the Toastmasters website. One flaw since we are undistracted is that reports that the Area Governor send in are not automatically sent to the Division Governor. Please ensure you include your Division Governor's email when sending in reports.

Manuals Available:

<http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/ReportingRequirements.aspx>

Technology is wonderful when it works. Toastmasters have been updating their website and manuals for the past year and at times are unavailable. Frequent visits to the website will keep you current with planned shutdowns.

3. Information

- a. Where can I find a new club to be a President's Distinguished Area?
- b. Walk each club President through Toastmaster current membership.

When trying to obtain the President's Distinguished Area Award, this requirement can seem daunting – don't let it be! There are two resources available to you:

- Go to the Prospective Clubs report found on the Toastmasters website.
http://reports.toastmasters.org/reports_new/dprReports.cfm?r=16&d=U&s=Location&sortOrder=1&curProgYear=2010-2011
- Contact YACT's Lt. Governor of Marketing, Dawn Williams. She may have some clubs in the works that are not listed. sbgal@gci.net

Club memberships can be found on the Toastmaster website under Club Central.

4. Communication

- a. Send emails on meetings, delay in communication or officer training.

YACT Officers are committed to communicating better with the membership through appropriate channels. Contact your Division Governor or YACT Trio if you have questions regarding upcoming training or conferences.

DIVISION GOVERNORS

Division Governor Responsibilities:

As Division Governor, your job is to lead and support the division through supervision and support of the Area Governors.

Responsibilities:

1. Contact Area Governors monthly (at least) to provide motivation, guidance and supervision on progress with Distinguished Area Program, club visits and Distinguished Club Plan progress.
2. Hold at least two Division Council meetings each year.
3. Achieve Distinguished Division Award.
4. Coordinate speech contests.
5. Report regularly to Council Governor, Lt. Governor of Training & Education, and Lt Governor Marketing.

For a full list of responsibilities, follow this link:

<http://www.toastmasters.org/Members/OfficerResources/DistrictLeaderResources/DistrictLeaderRoles/DGjob.aspx>

What would help you in your role as Division Governor?

1. Ask For Help

- a. Motivated and dedicated Area Governors
- b. Trying to accomplish duties without asking for help and clarification.
- c. Know lessons learned from previous Division Governors.

We must keep in mind that we are a volunteer organization. You are here to help your Area Governors. All you can do is offer your assistance. If they need your help, they will ask for it.

2. Trio

- a. Work with YACT Trio, ask for help.
- b. Attending YACT Trio meetings.

You are not expected to know everything on July 1st. Staying in contact with the YACT Trio will help you be successful by knowing of upcoming events and activities.

3. Training

- a. Club officer training, sooner in July.
- b. Email reminders with links
- c. The manual

Call your Area Governors as soon as you know when the training is scheduled. Ask your Area Governors to call their club officers and get commitment to attend or come up with a plan B. How will the Area Governor train club officers unable to attend? (Area Council meeting?!?)

Utilize Outlook to insert links into reminders for reports and meetings.

Manuals Available:

District Leader Toolkit

www.toastmasters.org/districtleadertoolkit

District Success Plan

www.toastmasters.org/distinguisheddistrict

District Finance Corner

www.toastmasters.org/districtfinance

Financial Templates

www.toastmasters.org/templates

Toastmasters Policies

www.toastmasters.org/policies

The Toastmasters Learning Connection

www.toastmasters.org/elearning

Contact other YACT Officers who are willing to give presentation to club on Distinguished Club Program, Successful Club Series or Leadership Excellence Series. Send information out so clubs can contact officers willing to present.

What would hinder you in your role as Division Governor?

1. Knowledge

- a. Lack of information from Area Governors

In July at your first Division Council meeting, share expectations for Area Governors and ask what their expectations are of you. Tell them what you can do for them. "I can... make club visits, give speeches on Distinguished Club Program, present a Successful Club Series presentation, attend your Area Council meetings, etc."

YACT COUNCIL GOVERNOR, LT. GOVERNORS, AND OTHER OFFICERS

What would help you in your District role?

1. Relationships

- a. Open communication and good relationship with Trio.
- b. Remember that everyone is a volunteer.
- c. Have fun.
- d. A sense of humor.
- e. Focus on people, not rules.
- f. PR Officer, good communication with Council Governor on Northern Outlook articles.

The Trio consists of the Council Governor (Alison Boyce), Lt Governor Education & Training (Janice Bruchhauser), and Lt. Governor Marketing (Dawn Williams). YACT Trio and other support officers should make a commitment to Division Governors and Area Governors that they will present at a council meeting either the Distinguished Club/Area plan, or a Successful Club Series / Leadership Excellence program. Other suggestions could be how to increase membership, mentor program, how to run reports, etc.

We must remember that we are all volunteers. Don't forget to thank others. Perhaps by writing a thank you card or a small note to say good job on _____ finding a new club, or reaching your CC, etc.

There are times when rules are meant to be broken. We should first focus on supporting our members so they can be successful instead of finding ways around the system.

2. Activity

- a. Focus on critical success factors
- b. Hold clubs accountable for their Distinguished Club Plan.
- c. Wed-based program to send emails.

As YACT Officers we all need to know what our critical success factors are. Communication is a key this year to being successful. We can all help and give suggestions for better communication between clubs, areas, districts and remote cities.

As YACT Officers, it was very clear at our meeting on June 30th that to be successful this year, the clubs needed to write a Club Success Plan. As Area Governors, Division Governors and other YACT Officers, we all need to help each of our clubs achieve this. What is your plan to ensure that the clubs you belong to have written their Success Plan?

If you have comments or suggestions for how Janene can send out communication (I.E. Northern Outlook) please contact her directly at janene.mcmahan@gmail.com.

3. Knowledge

- a. Know Distinguished Club Program inside and out.
- b. Getting a handle on resources to complete duties.
- c. Get support, seek out other ideas.
- d. Training procedures written. I may not remember everything that is communicated to me verbally.
- e. Need mentor in new position.
- f. The manual

Knowing the Distinguished Club Program was a theme throughout the entire presentation. An ask to know and learn the program inside and out. It should be a goal of YACT to ensure EVERY club gets a presentation on the Distinguished Club Program and writing a Club Success Plan.

Take ownership of what critical success factors will help you and identify potential resources as soon as possible for each factor.

Get the word out to Division Governors and Area Governors when there are opportunities that are available to leaders working on their leadership track. Present opportunities - I.E. upcoming speech contests that need a chair, clubs needing a sponsor, mentor or coach, new clubs, opportunities for High Performance Leadership projects, etc.

Toastmasters do have a manual for everything. Visit www.toastmasters.org/elearning for up to date information on "All Things Toastmasters."

What would hinder you in your District role?

1. Integration

- a. Distance made being part of the Trio a challenge.
- b. Not scheduling consistent Trio meetings.

2. Time

- a. Trying to do everything.
- b. Spending major time on minor things.
- c. Not enough time.

Focus on critical success factors and identify resources to help with duties. Plan ahead. Set up reminders in your calendar, even weeks ahead of time; you can always snooze.

3. Technology

- a. YACT needs a PMB (personal mailbox) so that dues and correspondence can be sent to a central published location.
- b. YACT website access has challenges.
- c. PR Officer with capable email account.

If additional monies are not in the budget for a mailbox rental, ensure Area Governors are informed with the Treasurer's address to send to dues to.

4. Knowledge

- a. Not knowing enough.

You don't need to know everything. You just need to know where to look. Start at www.toastmasters.org.

5. Other

- a. Life.

Plan ahead. Know your plan. Life does happen and don't be afraid to ask for help.

Good luck to all officers from YACT to Club level. This is going to be an amazing year. Let me sign off with the quote from Anatole France one more time –

“To accomplish great things, we must not only act, but also dream; not only plan but also believe.”