



## Area Governor Expectations

District Resource Guide – 7

Compliments of the team for:

Gina Cook, DTM

Candidate for International Director, Region VI

[www.ginacook4id.info](http://www.ginacook4id.info)

We understand that you are considering serving as Area Governor for the 2009-2010 term of office. We are planning a fun and exciting year in District 27. We believe that it is important that we all begin the year with a full understanding of what is expected of those who serve as an area governor.

As Area Governor, you have a very important job in the District. You are the link between the District 27 leadership and our local clubs. The success of our clubs and the entire District depends upon how well each Area Governor serves the clubs and members in his or her area.

We need a high level of commitment from you. Most areas have a variety of clubs. Some are thriving, some are new, and some are struggling. All need your attention.

Area Governors are expected to accomplish the following:

### 1. **Make at least four visits to each club**

The best way to learn about a club is to visit it.

VISIT 1: We request that you make your first visit by August 30. We recommend that you install the officers, and discuss the Distinguished Club Program and the Club Success Plan. This visit can serve as your first official Area Visit. You will complete a form with the club officers and submit it online to Toastmasters International.

VISIT 2: In the fall, we would like you to attend each club's fall contest as your second visit.

VISIT 3: We request that you make your third visit by February 28 and make the visit an official Area Visit. Complete the online form and submit it Toastmasters International.

VISIT 4: In the spring, we would like you to attend each club's Spring Contest as your fourth visit.

If you are unable to make all the visits, we recommend that you delegate up to two of the visits to your Division Governor, a fellow Area Governor, or a past area or Division Governor.

### 2. **Contact Club Presidents monthly**

Preferably in person, face to face or over the phone about:

- Distinguished Club Program performance
- Follow up on items identified during previous visit or contact
- District training or other District events

### 3. **Maintain or add to the number of clubs in the area**

Keep or add to the current number of clubs, or assist the Division Governor in building at least one new club within your area or division.

### 4. **Participate in summer and winter Area Governor training**

Just like when you were a club officer, training was provided to help you learn to do your job. Once in the summer and once again in the winter, you will learn how to do everything expected of you in your position.

5. **Help conduct Division summer and winter makeup training**  
Your Division Governor will be responsible for holding a Makeup TLI. You should be part of the team making it happen.
6. **Conduct at least four area council meetings each year, especially in July and in the month before each area contest**  
The club presidents and vice-presidents in your area should attend this meeting. You may choose to invite all club officers, but the President and VP Education are vital.
7. **Attend at least four Division council meetings each year, especially in July**  
The area governors in your division and the Division Governor attend this meeting.
8. **Attend at least four executive committee meetings and attend both the fall and spring district conferences.** All area governors, all division governors, and all District officers attend executive committee meetings. All Toastmasters in District 27 are invited to attend district conferences.
9. **Participate in at least two area contests in your division each contest season**  
This is in addition to your own contest, which you will host. You can serve as the Contest Master at one and Chief Judge at the other. Area contests are held in late August through September and then again from late February through March.
10. **Participate in both contests in your division**  
There will be one each contest season. You may be asked to serve as a functionary or you may be asked to help behind the scenes. Your Division Governor will certainly need your help.
11. **Within a month of being appointed, you will recruit at least one:**
  - a) Assistant Area Governor
  - b) Contest coordinator
  - c) Leadership mentor

Remember that our preferred way to communicate with the clubs in your Area and your fellow officers in the District is by phone or personal visit, with follow-up by e-mail.

In addition to the above standards, there are certain expectations we have of *all* District officers who will serve on next year's team, beginning with us. Every District officer will be asked to agree to these principles:

- ✓ I will do everything I can to help every club achieve a minimum of distinguished status
- ✓ I will lead by example
- ✓ I will always praise down and gripe up
- ✓ I will work as part of a team, always being honest and forthcoming to my other District officers
- ✓ I will be positive
- ✓ I will listen
- ✓ Whatever differences I may have with a team member or the organization, I will show unity to the District

#### **What's the bottom line?**

How many meetings are you expected to attend? Over the course of one year, you will be expected to attend at least:

- 4 club meetings for each club in your area
- 4 area council meetings
- 4 division council meetings
- 4 executive committee meetings

- 6 area contests (including your own)
- 2 division contests
- 2 District conferences (including the District council meetings)
- 2 sessions of area governor training
- 2 sessions of makeup club officer training

We understand that you have many demands on your time, including but not limited to your health, family, work, education, and life. If you find that you're overwhelmed, please talk with us so we can help. We ask you not to serve as a club officer while serving as a District officer.

**What's in it for you?**

You will receive leadership, communication and project management training, and other opportunities. Each will provide knowledge and best practices you can carry far beyond Toastmasters. It will help you become an advanced leader.

**What's in it for us?**

You were selected by us as a potential District leader. We believe you have the talent to make a difference--to walk into a club and fill the room with confidence. The three of us cannot to set foot into every club in the District. The clubs and members of District 27 are served primarily through the Area Governors.

**The Division Governors and the three of us are here to serve you.  
We commit to being accessible and positive.**

Please send John an e-mail at [john.lesko@verizon.com](mailto:john.lesko@verizon.com) with your acknowledgment of having read our expectations. If you have any questions or concerns, we want to hear them as well. We want to welcome you aboard to an enjoyable journey where you will have more fun and less stress than you could imagine...as a Toastmasters leader in District 27.

We believe in you.

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John Lesko, DTM  
Governor Elect  
District 27 Toastmasters

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Area \_\_\_\_\_ Governor, 2009-2010  
District 27 Toastmasters