

District Success Plan

Team Composition

Name the members of the district's core team.*

Senior District Management Committee (SDMC). District Director (DD), Program Quality Director (PQD), Club Growth Director (CGD), Public Relations Manager (PRM), Finance Manager (FM), Administration Manager (AM), Immediate Past District Director (IPDD).

Name the members of the district's extended team.*

Other members of the District Executive. Division Directors (DivD), Area Directors (AD), Logistics Manager (LM), plus Staff Officers and Past District Governors/Directors (PDG/D). Includes Finance Committee (= SDMC + three additional members, including PDG/D).

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 district's core values?*

In addition to TI core values – Transparency, Effectiveness, Timeliness, Encouragement, Inclusiveness.

Team Operating Principles

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

Don't take anything personally. Don't make assumptions. Say what you mean, do what you say. Open and confidential communication. Be supportive. Positive attitude.

Potential Obstacles

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

Distance. Differing individual values. External challenges (out of our control). Varying commitment/skills. Limiting personal circumstances (e.g. financial). Ability to support regional areas/activities on limited budget. Different club and population culture (demographic).

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.)*

Clear and timely notice for meetings. Relaxed but sufficient control to facilitate meaningful discussion and good decision making to meet objectives. Trio to meet generally fortnightly. SDMC meets at same time as frequently as District Management Committee (DMC). At least four meetings per year for District Executive Committee (DEC) plus 2 education meetings. Involve LM (however, does not have voting rights in DMC) and IPDD in DMC meetings. Invite IPD/Gs and staff officers to attend DEC meetings as required. These meeting can be in person or virtual.

Team Interactions and Behavioral Norms

How will decisions be made?*

General agreement (consensus) where possible from clear, well thought-out options provided or discussed. Suggestion/s invited/encouraged. Key aim to ensure whole team engaged and "on board" with decisions. Decisions owned and supported by team in public.

What will be the team's method of communication? Determine the team's first preference, second preference, and so on.
1 – text message (if urgent) 2 – email 3 - telephone 4 - virtual 5 - face to face.

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. Communicate as needed. Telephone contact to be encouraged in conjunction with text and other methods.

How will the team resolve differences of opinion?

Consultative and collaborative approach aiming to achieve consensus. Avoid personality in discussions.

How will the team support one another?

Open communication, accepting team responsibility, show unity, don't let things fester, confidential, supportive, non-judgmental.

How will the team ensure equitable participation when completing activities?

Take responsibility. Share and support. DivDs and ADs roles to be held accountable in line with District Leadership Handbook.

How will team members be held accountable for their responsibilities?

Notification of set expectations. Understand the flow on effect of action or inaction by team members. Clear understanding that all officers are accountable.

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

Regular appreciation, encouragement, and recognition at DEC and district events, newsletters mail-outs, Facebook posts and website posts. District Toastmaster of the Year, Division and Area Directors of the year selected as per the agreed criteria determined.

Membership Payments Growth

Situation Analysis

What is the current situation in the district? How many members did the district add last year? Does the district have special challenges? (One situation might be that membership payments usually arrive close to deadline making it necessary to hurry to meet goals.)*

District 90 begins its fourth year. We established our identity. We are a mature district. Major population centres are Sydney, Central Coast and Newcastle. There are a number of communities in other areas that can support a Toastmasters Club.

4% net growth in member payments for the year ending June 2019 by 30 April 2019

Special challenges:

1. Increase the member retention rate. Currently we lose approximately 33% of our members.
2. The continuing implementation of Pathways over a large geographical District.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as creating a contest promoting early submission of dues.)*

District 90 begins its 4th year. We established our identity. We are a mature district. Major population centres are Sydney, Central Coast and Newcastle. There are a number of communities elsewhere in district that support clubs.

Action 1

Appoint staff officers for club growth. Club Extension Chair. Club support. Team strategy to facilitate clubs being at charter strength. Promote continued adoption of Speechcraft. Plan District new club campaign

Action 2

Train club leaders twice per year by Toastmasters Leadership Institute (TLI), general education and training program, youth program, and a quality conference.

Action 3

Encourage club goals to align with district goals.

Action 4

Promote the values, advantages, and benefits of the TI brand and program.

Action 5

Plan for social media presence

Resources

What people, equipment, meeting places, and money does the district 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? (Resources might include area and division governors and gift certificates to the Toastmasters store.) *

Many of our members have knowledge to help ensure District succeeds.

We will review our equipment needs by 31/07/2018.

Assignments

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

Key responsibility of Club Growth Director with staff officers and team members.

Action 1*

CGD with assistants

Action 2*

PQD and assistants.

Action 3

Trio and assistants.

Action 4

PRM and assistants

Action 5

PRM and assistants

Timetable

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

We are gathering statistics regarding membership over the past 3 years. We will confirm our retention rate on a rolling annual basis. Our thrust will be to open new clubs, to keep existing clubs, training, review progress and promotion of Toastmasters.

Action 1*

CGD. Demonstration team assembled. Staff officer appointed re coaching. Balance of staff officers to be appointed by 30 June 2018. This includes Club Extension Officer and Club Support Team. Prepare new club plan by 18 July 2018. Train incoming officers Sydney by 31 July 2018 and regional areas by 30 September 2018

Action 2*

PQD. Club Officer Training to share knowledge regarding new clubs and membership retention. General education sessions. This includes: Retention by 20 September 2018. The 2018/19 general training plan to be presented to the trio on 9 July 2018. Less the August session, promotion for all sessions to be launched 8 weeks before the session date/time. Prepare outline of planned sessions by 1 July.

Action 3

Trio. Monitoring progress. Review 1st Monday each month. Introduce 'tweaks' as needed.

Action 4

PRM. Generally assisting with promotion. A key event planned for the year is Toastmasters Week. Outline to be presented to Trio 23 June 2018

Action 5

PRM. Generally assisting with promotion.

Club Growth

Situational Analysis

What is the current situation in the district? How many clubs did the district add last year? Does the district have special challenges? (One situation might be that members in the district don't know how to generate interest in new clubs.)*

District 90 acknowledges potential for growth on top of a net growth of 5 clubs in 2017/18.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as appointing a club extension chair to pursue leads and scheduling demonstration meetings.)*

We will continue to seek opportunities for new clubs. This includes universities by both 'face to face' and 'virtual meetings. We will seek the commitment of Division Directors to have a net growth of 1 club in each division. To ensure club retention, we will support weak clubs (less than 13 members) and clubs below charter strength via a club support team.

Action 1

Team to aim to have all clubs qualified for the DCP, and focus on clubs with low attendance at meetings.

Action 2

Prepare a 5 Year Strategic Plan with annual review and update. Committee to be the current and past DD/DGs and other members as required (e.g. representing Millennials and other age groups).

Action 3

Continue with workshops that focus on promoting club growth. PQD responsible.

Action 4

Prepare and implement a Five-Year Strategic PlanD90 will have a club extension team to identify new club opportunities. District already developed promotional material (What's In It For You). Promote Toastmasters Week, Feb 2019.

Action 5**Resources**

What people, equipment, meeting places, and money does the district 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? (Resources might include a club extension committee, a demonstration team, and infokits@toastmasters.org.)*

D90 will have a club extension team to identify new club opportunities. District already developed promotional material (What's In It For You). Promote Toastmasters Week, Feb 2019.

Assignments

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

CGD to identify additional opportunities for new clubs. PQD to ensure we have a program for both membership growth and retention

Action 1*

Identify clubs with low retention and implement a program to assist.

Action 2*

Identify opportunities for new community clubs and corporate clubs. Division Directors (DivD) to commit to a net growth on 1 club per division during the year. DivDs responsible and to ensure Area Directors (AD) are committed and involved

Action 3

Focus on new club opportunities during the year. Review prospects for university, corporate and council clubs.

Action 4

Determine incentives for new clubs at DEC 1

Action 5

Strategic Planning Committee

Timetable

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

Incoming CGD is reviewing new club opportunities

Action 1*

Agree timetable at DEC1, 22 July

Action 2*

DivDs and ADs will be informed of these goals at training days 16/17 June 2018. To launch their plan at DEC1

Action 3

Progressively during the year, monitor by reporting at each DEC and virtual meetings with DivDs each month.

Action 4

CGD to announce incentives at DEC1

Action 5

By 23 September 2018

Distinguished Clubs

Situation Analysis

What is the current situation in the district? What percent of district clubs are typically Distinguished? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that members in the district don't know how to achieve success.)*

Most clubs are aware of the Distinguished Club Plan. Promotion and knowledge sessions needed to increase understanding of importance.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as training all area and division governors on the Distinguished Club Program.)*

Promote the reasoning behind the DCP. Encourage the completion of the Club Success Plan and explain how it relates to the success of the club.

Action 1*

Raise awareness of the DCP at CLT. AD to review the issue with the Club Executive team at Club Visit 1. Invite VPE to arrange a DCP presentation following the visit.

Action 2***Action 3**

Continue recognition scheme for clubs that achieve 10 out of 10 goals and continue to do so – 10/10 for minimum of 10 consecutive years.

Action 4

Continue Bob Kirchner Administration Award (which is: (1) proxy specified for international conference (2) 7 exec members trained at both CLT (3) membership dues on time both periods (4) club officer list lodged on time).

Action 5

Implement incentives for membership drives, including Toastmasters Week as an annual event.

Resources

What people, equipment, meeting places, and money does the district 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? (Resources might include area and division governors and the Distinguished Club Program and Club Success Plan (Item 1111).)*

Budget allocated to cover effective delivery of CLT, CLT venues, and purchase of recognition pins/ribbons (incl Triple Crowns / Diamond Triple Crown). Most of the work and administration of these actions will be held by the PQD with the assistance of SDMC and DEC.

Assignments

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

As above - activities initiated and monitored by PQD with assistance from the broader District leadership team and staff officers as required

Action 1*

PQD to highlight as action needed at DEC1.

Action 2*

PQD to compile annually and present at District Awards Function

Action 3

PQD to compile and update. Then and present pins at District Functions as they occur or via DivDs.

Action 4

PQD to compile annually and present at District Awards Function

Action 5

Incentives from TI Membership programs and Toastmasters Week

Timetable

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

PQD manages

Action 1*

Launch at DEC1. ADs to report at DEC2 (10 Nov)

Action 2*

June. Performance Reports

Action 3

Compile and update each month. Performance Reports

Action 4

June, Performance Reports

Action 5

Immediately, at the end of each campaign.

Additional Goals

Training:

Continue the successful Winning Sunday program. It rebadged 'Winning Ways'

Run 3 training sessions (in addition to CLT) in regional areas by 30 June 2019.

Run Coach Workshops

Except for Club Officer Training, most training is based in the Sydney Metro area and Newcastle. Limited training is carried out in regional areas. Expanding training will help members in regional areas.

Situational Analysis

What is the current situation in the district? Do members understand how to achieve success? Does the district have special challenges? (One situation might be that areas and divisions have reached their maximum capacity causing service to the members to suffer and limiting leadership opportunities.)*

Except for Club Officer Training, most training is based in the Sydney Metro area and Newcastle. Limited training is carried out in regional areas. Expanding training will help members in regional areas.

Strategy

What actions will the district take? What has worked in the past? What has not? What new programs or incentives could the district implement? How will the district promote existing programs? How have other districts been successful? What could the district do to stretch this goal? (The strategy might include actions, such as *assigning an alignment committee to determine best options for realignment and collaborating with the nomination committee to identify leadership opportunities.*)*

Organise training as below.

Action 1*

Determine training / trainer

Action 2*

Determine venues

Action 3

Advertise and promote (giving a minimum of 8 weeks' notice of an event)

Action 4

Hold training

Action 5

Review training

Resources

What people, equipment, meeting places, and money does the district 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? (Resources might include past district directors, area and division director, the district website, and a nomination committee.)*

Budget for travel, accommodation, and printing/postage.

District website to show dates. Include promotion on District Facebook page, Meetup, Eventbrite and any other resources used by District. Mailout to 'all members' or 'members in selected Divisions.

Assignments

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

PQD is responsible. Manages the process with the team. The Team is PQD, TLI Chairman, Assistant

Action 1*

PQD / TLI Chairman. Contact potential trainers

Action 2*

Assistant to make bookings

Action 3

Assistant to set up Eventbrite, produce promotional material. Publicity launched.

Action 4

Run session

Action 5

Evaluate Session

Timetable

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

Early planning is underway. Training sessions/trainers will be put in place for the year by 31 July 2019. Then, promote sessions starting 8 weeks in advance of the session.

Action 1*

PQD/TLI Chair determine training program and confirm with DD for dates in the District calendar

Action 2*

Book Trainers for those dates.

Action 3

Promote via District 90 What's On, Facebook, Meetup, Eventbrite, etc starting 8 weeks before the session date.

Action 4

Review session (feedback forms). Consider for further planned sessions.

Action 5