

Area Governor

Mike Raffety, ATM-S/AL, D30 District Governor 2006-07

Opportunities

- Learn and practice leadership skills outside of your Club
- Share your knowledge and experience with other Clubs
- Learn from other Toastmaster Clubs
- Help other Clubs achieve Distinguished status or better
- Meet Toastmasters from other Clubs
- Assist in District 30 management and decisions

Basic Duties, Responsibilities, and Expectations

1. Represent Toastmasters International to Clubs in the Area and act as liaison officer between District 30 and the Clubs.
2. Be responsible for the health and well-being of Clubs in the Area.
3. Visit Club meetings a minimum of twice during the year, evaluating and assisting, and complete Visit Forms on time (Oct 31 and April 30).
4. Encourage and assist Club Officers to maintain an effective educational program, recruitment program, and executive committee meetings.
5. Promote, encourage, and assist, as needed, the use of the Club Success Plan and the Distinguished Club program.
6. Plan and coordinate an Area Speech contest in both the Fall and Spring.
7. Encourage Club Member participation in all District activities.
8. Attend all District Executive Committee meetings, District Council meetings, and keep Clubs informed regularly.
9. Attend both Area Governor training sessions (Summer and Winter).
10. Keep Division Governor informed of activities and complete specifics for above goals to become a Distinguished Area, Select Distinguished Area, or President's Distinguished Area.

“Prepare, Practice, Perform!”

Area Governor Checklist

Mike Raffety, ATM-B/AL, D30 LGET

- June 30: Get all clubs to submit officer lists. Continue to follow up with every club until this is done, even past the deadline.
- June-August: Get club officers trained (TLI and division make-up training).
- July: Clubs complete Club Success Plan (CSP), matching member names against the Distinguished Club Program (DCP, and to get CL credit).
- July: Identify struggling clubs (any with 12 members or less, no DCP points, not meeting, persistently late on dues or officer lists, etc.), bring them to Top Three attention.
- August: Remind clubs to collect dues.
Hold Area Council meeting.
- Aug. 31: Final deadline for officer training for DCP credit.
- Sept. 16: Area contests begin (must complete by Oct. 7, organized by AG)
- Oct. 1: All dues must be submitted. Continue to follow up with every club until this is done, even past the deadline.
- Oct. 8: Division contests begin (must complete by Oct. 28, AGs assist DivG)
- Nov. 15: Final semi-annual dues deadline for Distinguished Area credit.
- November: Clubs that meet weekly hold mid-year elections, submit by Dec. 31.
Hold Area Council meeting.
- Nov. 10-11: District fall conference
- Nov. 30: Complete first round of club visits.
- Dec.-Feb.: Get club officers trained (TLI and division make-up training).
- February: Remind clubs to collect dues.
Hold Area Council meeting.
- Feb. 28: Final deadline for officer training for DCP credit.
- March 16: Area contests begin (must complete by April 7, organized by AG)
- March: TI mails out regional/international proxies, remind clubs to sign them and send to District Governor.
- April 1: All dues must be submitted.
- April 8: Division contests begin (must complete by April 21, AGs assist DivG)
- April 27-28: District spring conference
- May 15: Final semi-annual dues deadline for Distinguished Area credit.
- May: All clubs hold officer elections.
Hold Area Council meeting.
- May 31: Complete second round of club visits.
- June 30: Deadline for Toastmasters year (new members, educational awards, DCP).
Submit officer lists for next year.

“Prepare, Practice, Perform!”

District Executive Committee
Chicagoland Toastmasters District 30

2006-07 Meeting Dates

Bensenville Library

200 South Church Rd

(630) 766-4642

Saturdays starting at 1 pm

2006

(June 24, AG training)

(July 8, Summer TLI)

July 22

August 19

(Aug. 23-26, International Conference)

September 30

October 28

(Nov. 10-11, District Conference)

November – no meeting

December 9

2007

January 13

(January 20, mid-year AG training)

February 10

March 17

April 14

(April 27-28, District Conference)

May 19

(June 15-16, Regional Conference)

June 23

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