

## Area Governor duties and responsibilities

(Brief list, details are in the AG manual)

### **To serve Clubs in your area:**

1. visit each club twice a year (October, April) (to complete the report form – online [https://ecommerce.toastmasters.org/ecommerce/timssnet\\_new/timssnet/district/tm\\_clubselect.cfm](https://ecommerce.toastmasters.org/ecommerce/timssnet_new/timssnet/district/tm_clubselect.cfm))
2. focus on Distinguished Club programme ( education, membership, money and paperwork)
3. officers training twice a year (July-August, December-February) ( to complete the record form <http://www.district59-toastmasters.org/district-officers/reports-downloads/forms/>)
4. provide info from the district, promote district conferences

### **Distinguished Area Programme**

CCs, ACs, club visits, dues paid, one new club

### **Contests:**

1. to organize Fall Area conference with Humorous Speech Contest and Table Topics contest
  2. to organize Spring Area conference with International Speech and Evaluation Contests.
- Educational sessions are welcome – people can work towards their CL, AL and Silver or Gold awards.

### **Club building:**

Help to build one new club in the area ( VERY IMPORTANT, build more, even better!!!!!!)

Start now in July/August.

Get in touch with experienced Toastmasters in our Area and build a team to build a club.

### **District Executive committee attendance:**

4x/year : 1. 12./13. September, 2. Friday before the Fall Conference (Hamburg, 20.-22. November), 3. 6./7. February, 4. Friday before the Spring conference (Den Hague, 28.-30. May)

### **Reimbursement:**

- **Travel costs** to club visits, travel costs to Sept. and Feb. Exec.committee meeting, all according to the distance. Check the distance from your home to the meeting location on: [www.maporama.com](http://www.maporama.com) and attach that to reimbursement form. Use the Voucher for all reimbursements.
- **Area Budget:** Room rental for events, awards, promotional material etc – available on [www.district59.org](http://www.district59.org)

### **Successor**

Find your successor for the next spring, who will attend District Officer Training at the spring conference in Cologne.

**TIP:** Plan ahead, use the area success plan, working on area matters you can concurrently work on your High Performance Leadership project and reach AL award  
Appoint assistants – especially for club building and promotion.

### **Problems:**

Should be communicated with Division Governors first, other District Officers are open to your questions.

Early communication of small problems can prevent their growth.

„Followers come up with problems. Leaders identify Solutions.“ Are you a leader or a follower?