

The Transmitter

Volume 4 Issue 4

March– April, 2003

Calendar of Events

- Feb 1– March 31 Talk up Toastmasters Membership drive
- March — Collect Club Dues
- March — Club/Area Contests
- April — Division Contests
- Apr 10 — Club Dues to Toastmasters International
- May— Elect 2003-2004 Club Officers
- May 1 — Division D Contest
- May 1—June 30 Beat the Clock Membership Drive
- May 15-16 — District 19 Convention, Sioux City, IA

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WHAT ARE YOU DOING NEXT YEAR?

Has the job of Area Governor, Lt. Gov. of Marketing, or Division Governor intrigued you? It's not too early to be thinking about these positions for Toastmasters in 2003-04. What does it take? How can you be a Division Governor?

The positions of District Governor, Lt. Gov. of Education & Training, Lt. Gov. of Marketing and Division Governor are elected for a one-year term beginning July 1. This means you have to get involved in some politics. You will have to be nominated, campaign against an opponent, then win the election at the Spring Conference. So, how do you get nominated? On the District website are two forms. One is a nomination form and the other is an Officer Agreement & Release Form. You can nominate yourself (don't be shy if you want the job!) or you can nominate someone you feel is qualified. Both forms need to be returned to me by March 15. The nominating committee will decide on a slate of nominees, but you can also "run from the floor" on the day of the election.

The District Governor appoints area Governors and Committee Chairmen. But you need to let people know that you are interested in the job. Recommendations are always welcome; in fact,

they are essential. Again, don't be shy – if you want the job, say so!

What kind of qualifications do you need for one of these positions? Mostly, you need to believe in Toastmasters and have a strong desire to involve more people in the organization. For the Area Governor position, it is helpful to have served at least 6 months as a club officer (not necessarily the President). The same is true for the elected positions – that is, some experience at the level immediately below the job you are seeking. Becoming a District officer involves a learning curve. Yes, it really does take three years to be ready for the District Governor's job. If you skip a step, you may put yourself at a disadvantage.

The other qualification is commitment. Be ready to devote some time to the job. There will be some weekends that you will have to give up, some Saturday obligations and some evenings. Expect to spend time on the telephone and computer.

Is it worth it? Absolutely! Becoming a District officer has a tremendous number of rewards. For me, it has been the op-



Martha Tinker
 District 19 Governor

portunity to meet some fascinating people all over the world. I have a much greater appreciation of how Toastmasters functions and what a wonderful service it provides to so many people. Serving as a District Officer has given me the opportunity to return some of that service to others.

There is no better way to learn management skills than from experience. A leadership position in Toastmasters gives you the chance to practice what skills you already have and to learn new ones in a very supportive environment. Don't tell my boss – but after a year as District Governor, I'm now ready to take over his job!

Finally, a District officer position is just plain fun. Try it, you'll like it.

How Are You Doing on Your Goals?



Jim Gilbert, ATM

Lt. Governor of Education & Training

The Toastmaster Year is more than half way over. June 30 will be here before you know it. Remember last year? Remember your Toastmaster goals? CTMs, ATMs, CLs, High Performance Leadership, remember all that you were going to do? Well did you? If not, now is the time to finish up with your CTM, ATM, or DTM. Ask your VP of Education to schedule your speaking assignments more frequently, thus giving you an opportunity to reach your goal. You may wish to visit a neighboring Toastmaster club and request a speaking opportunity for their club. They will enjoy listening to your presentation and you will complete another speech. If you have completed your Communication & Leadership Manual, then get start-

ed on one of the 15 Advanced Manuals. Again, visit neighboring clubs, speak more frequently (if possible) and earn that ATM Bronze, Silver, or Gold.

Are you serving as a Club Officer? That's wonderful. Congratulations for stepping forward and accepting a leadership position in your club. While serving as an officer take advantage of your opportunity to earn and gain recognition as a Competent Leader. If you are serving as a District Officer, take advantage of your opportunity and earn your Advanced Leader recognition.

Once you have completed the requirements for your next designations please have your paperwork filled in properly, signed and then most important, mailed to World Headquarters (WHQ). If you don't want to send the document through the mail,

you may have a club officer enter the information on the Internet. Simply go to WWW.Toastmasters.org, click on "Award Applications" and then follow the directions listed.

I remember several incidents where clubs failed to achieve Select Distinguished or Distinguished because they had not achieved the correct number of CTMs or ATMs. The sad fact is they did achieve the necessary number. In some instances they surpassed this number BUT...they had not sent WHQ the necessary paperwork. Too bad. Please make certain to send in your paperwork once you complete the educational level you are working on.

District 19 has done an outstanding job so far. Let's keep up the good work...projects and goals. You can do it!

Know Your Club and How to Promote It



By Jeff Clothier
Public Relations Officer

Getting a message out can be much simpler if we first get the message "IN". Good communication within a club or organization - internal public relations, if you will - can be key to efficient dissemination of information to those outside. More than likely, your club receives an advance agenda covering the next meeting, or several meetings. Your club may include a calendar of events or a listing of club officers and members. It is the exceptional club, however, that truly "promotes" itself to its members on a regular basis.

How familiar are you with the qualities that make your club exception-

al?

Do you know who the DTMs, ATMs, and other members of note are in your club?

How many years in a row has your club made Distinguished Club, and at what level?

When was your club first formed, and who have been the more prominent past members?

Who in your club has competed at Area, Division or District conferences or led educational sessions at TLI?

Can you describe your "club climate" in a couple short sentences? Is it a "suit club," or perhaps more laid back?

If you can't answer at least a few of

these questions quickly and positively, then you could definitely be better armed to help promote your club. If you happen to be the one responsible for PR in your club, then you DEFINITELY have some work to do in educating yourself and your fellow members. Spend some time soon listing the selling points of your club - the achievements, future events, notable people and their accomplishments. Find ways to include them in your normal club communication and make sure your fellow Toastmasters are aware of them. Encourage them to use those points in inviting guests and talking up the club to those not yet familiar with Toastmasters and what it has to offer.

Take care of your internal PR, and you'll find much of your external PR will take care of itself.



News from Summit Mountain



Diane Stone, DTM
Lt. Governor of Marketing

This year has gone by really fast. It is hard to believe that it is spring. The question that I want to ask is how is your club doing? Every club should look at itself by doing the module from the Successful Club Series, "Moments of Truth" at least once a year. This program is a barometer on how your club is doing. According to Toastmasters International there are six reasons why members leave a club. Five of the reasons the club cannot do anything about. The biggest reason members leave is because the people they deal with are indifferent to their needs. This module discusses how to create positive impressions, and then is followed up by a group evaluation.

If your club doesn't already own a copy of "Moments of Truth," buy it from Toastmasters International, borrow it from the District 19 library, or let me know. I have two copies of "Moments of Truth" to give away to the first two clubs that contact me.

I have several Successful Club Series to give away courtesy of Rosetta and Kenneth Fry. They have been active in several clubs throughout the years. Even though they live in Oskaloosa,

they have belonged to clubs as far away as Marion, Des Moines, Burlington and Washington. Due to health reasons, they have curtailed their activities to one club. The Fry's had built up an extensive library of Toastmasters material that they had shared with the clubs in Division E. They have reached a point in their lives where less is more and have given their library material to me pass on to members of District 19. Thank you Fry's for your generosity to the District. If you would like a module from The Successful Club Series, let me know. I also have a few advance manuals and one Speechcraft.

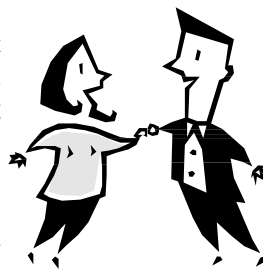
Your club should have received a module from the club contest that was held from September through November. If your club didn't get one, contact me. Every club that had a special meeting during that period gets a module.

Last time I mentioned several clubs that participated in the special contest last fall, but I left out one club, Regency Toastmasters #3193. They had over 30 people attend their open house on October 8th. The club's theme was "Bringing out the Best in Yourself." Guest speaker was Doug Reichardt,

CEO of Holmes Murphy & Associates.

This is what Julie Belknap, club president, has to say about her club: "We are having the best year ever with the acquisition of new members. It is hard to believe that we started out with only eight members two years ago and are now up to 23 members. The members of Regency Toastmasters have done an exceptional job these last few years. They have dedicated a lot of time and effort to our club and without all of their hard work and commitment we wouldn't be where we are today. I would like to congratulate them on a job well done."

I would like to echo Julie's words of congratulations to the Regency Club. For every club that has a new member this year, keep up the good work. Remember the club with the most members at the end of the year wins a barbecue bash or bucks to spend at the District library. Area 33 Governor, Jerry Matchett, has agreed to do the grilling. He sells his own sauce, Little Doc's in Cedar Rapids. What would you choose- mouth-watering barbecue or educational material?



Recruiting Helps

A demonstration tape of a Toastmaster club meeting is in the final process of revision. Copies will be made available in the District 19 Library which can be checked out from Marvin Johnson at marbud@cableone.net or 712-258-1992.

Kathy Rooney is looking for people to volunteer to be on Demo Teams. She would like to

have a couple of people per division. If you are interested in this opportunity to promote Toastmasters, please contact Kathy at 1-800-451-2740 access code 95.

Are you looking for a recruiting tool? Blue business cards with a 1-800 # have been created to help clubs recruit members. Individuals looking for clubs in the District 19 area can call the 1-800 #

and leave a message. The individual will be contacted with some clubs in their area. Clubs in that area will also receive an e-mail to let them know of a possible recruit. If you would like to have a supply of these cards, contact Kathy Rooney. (Please see above information on how to contact Kathy Rooney.).

DISTRICT ACCEPTING NOMINATIONS FOR SENIOR OFFICERS

By: Reginald Williams, PDG

It is that time of year when we choose our future District Governor, Lt. Governors of Education & Training and Marketing, and Division Governors. The Nominating Committee Chair will acknowledge individuals nominated and interviewed in a report during the District 19 Council Meeting of the Spring Convention. This will be held in Sioux City, IA on Saturday, May 17, 2003 – in accordance with Toastmaster International Policies and Procedures Section VI E 9, subsection II, rule 12.

Pursuant to Section VI E 8, rule 6, “No prospective candidate shall be nominated until:

a) His/Her eligibility has been verified:

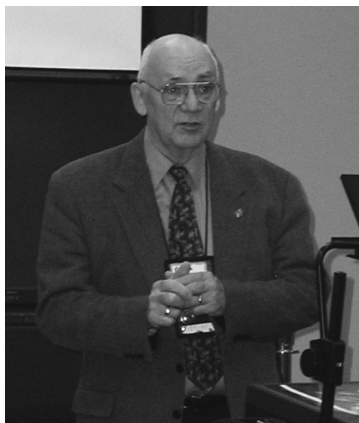
1. At the time of taking office, the District Governor shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as Lt. Governor, Division Governor, or a combination thereof;
2. At the time of taking office, the Lt. Governors shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as Lt. Governor, a Division Governor, or an Area Governor or a combination thereof;
3. At the time of taking office, the Division Governors shall have served at least six (6) consecutive months as

members of a District Council.”

Candidates for the offices named must also fill out a copy of the Officer Agreement and Release Statement, sign it and mail to the Nominating Committee Chair – Reginald Williams, DTM IPDG. Candidates who choose to run from the floor at the Spring Convention, must still meet the criteria of Section VI E 8, rule 6, and must also fill out the Officer Agreement and Release Statement, found on the Toastmasters International website (<http://www.toastmasters.org/indexbk.htm>), and the District 19 website (<http://www.kirkwood.cc.ia.us/tm>).

I urge all candidates to declare your candidacy as early as possible.

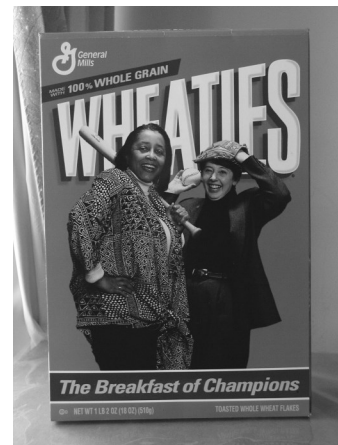
Training Offered for Club and District Officers



Cleon Babcock presented a seminar on Parliamentary procedure at the Des Moines Toastmaster Leadership Institute in January.



Training is available at bi-monthly Executive Meetings for district officers.



District 19 Champions show themselves at the Region IV training event.

Miscellaneous

Toastmasters Anyone?

The Iowa City Chamber of Commerce is considering creating a Toastmaster club. In order to inform their members, an article was written in their chambers newsletter. You may read the article at <http://www.iowacityarea.com/>. The article can be found in their December 2002 issue on page 2. Please take a mo-

ment to read this very interesting article.

Directory Update

Please update your District 19 Directory with following change:

Pres. of Heritage Club, Cedar Rapids: Monodu Kamra, 1706 Americus Dr SE, Cedar Rapids, IA 52403, mmodu_kamara@quakeroats.com

New Club

District 19 has a new club! Martha Tinker has received the charter for the John Deere Credit club. Congratulations to everyone who worked so hard to make this happen. Chris Reimenschneider, president of the John Deere Credit club, will let us know when the charter party will be held.

Ask District 19

This section of the newsletter lets District 19 Toastmasters ask questions concerning a situation or scenario happening in their club with which they need help. Fellow Toastmasters are encouraged to think about the situation and to then tell how they would respond to the situation. Send responses to the Transmitter Editor at cmgordon@midamerican.com within two weeks of the newsletter and please be brief.

Situation #4 (New Situation)

Dear District 19,

We have many members who have achieved a CTM. Several of these members have no desire to go on and achieve an Advanced Toastmaster award. In fact, we lose many members after they achieve their first CTM. What can we do as a club and as individuals to reverse this trend?

Bewildered VP of Ed.

Situation # 3:

(Situation from last newsletter)

Dear District 19,

Each year we have trouble filling club officer positions. What can I do to convince fellow Toastmasters that obtaining a leadership position is worth the time and effort?

Concerned Toastmaster

Responses:

Tower Toasters works through this by having a meeting of the "old" board to identify club members we think would make good officers. We also ask for input and nominations from the club. Then, as an "old" board, we divide up the nominees and personally talk and ask them to run for office. People really feel like they are wanted when they are personally asked to run. (Shelly Brotherton, Club 4804)

Coaching through the year is an important first step. Making it clear how important it is to you personally, as

well as for the club, is another step. Most importantly, support and thanks from other club members helps (rather than pulling teeth and arguing). (Jeff Christiaansen, Club 617)

Filling officer positions is tough, especially in a small club. Officers play a vital role in the continued success of each Toastmasters club. Try to ask each individual personally rather than making an announcement in the meeting. Ask everyone, including new members and experienced members who have already "served their time." If they decline, dig for the reason. Do they have a realistic view of the value added to the club, expectations, time commitment and skill needed? Some people will have legitimate reasons for not taking an office at this time - if so, get a commitment from them to serve next year. If all else fails, consider how many officers your club really needs. It's better to have 3 or 4 dedicated officers than 6 who are serving in name only. Clubs need only a minimum of 3 individuals to serve as officers. Consider combining the duties of Secretary with Treasurer and VP Membership with VP Public Relations. Also, other than President, it is acceptable for officers to retain their positions for more than one year. Although you don't want a permanent officer corps, it often takes a few years for an officer to feel he or she has really made progress on the goals set for one particular office. (Carrie Dostal, Club 3135)

The biggest mistake many clubs make is not emphasizing the importance of every member of the club serving in a leadership role as a club officer. This is clearly stated in point 6 of the 'Toastmaster's Promise'. "To serve my club as an officer when called upon to do so" must be more than an empty statement. Adversely, we must not have officers who are 'junta for life' during their time in a Toastmaster club. Clubs get into trouble when an individual who has always served a particular role leaves, or worse, dies. We must all be familiar with the responsibilities of every officer in our clubs, since none of us

knows when we may be called upon to step up and into a role. Club officer responsibilities are also described in the Basic Communication and Leadership manual. (Reginald Williams, Club 1209)

Over the years I've noticed that many club office positions are often held by new members. To me, bringing fresh blood into the club is one of the easiest, most effective ways to help fill the club officer positions. (Clyde Eisenbeis, Club 8132)

In a world where fewer people are doing more and more of the work, leaders are needed in every walk of life. In our small town, we have literally dozens of different organizations that do worthwhile projects in town, and they are all starving for leaders. Leadership training is one of Toastmasters strongest points, as it is the only organization in the world that teaches it on an ongoing basis. To truly get the most out of your Toastmaster experience, you need to become involved in the leadership of your local club. This will not only help you understand the role of different leadership positions, but also will prepare you for the time that another organization asks you to assume a leadership position. And, beside that, I really need your help on this one. (Pete Gardner, Club 2316)

Serving as a club officer is a privilege. The natural outgrowth of improved communication skills is the opportunity to lead. A good leader needs excellent communication skills. Take full advantage of your membership, practice both communication and leadership skills. (Mike Adams, Club 7813)

In our club, nominations are solicited from fellow club members. When the individuals nominated are encouraged to take the office, they are informed about the club believing in them. This is a confidence builder for the individual nominated. People see leadership skills in them, and they should take it as a compliment that they are nominated. Also let them know that the club is firmly behind them and ready to support them in their endeavors. (Connie Gordon, Club 9047)

Exploring Old and New Territories

Spring 2003 District 19 Conference
Sioux City, Iowa
May 16 & 17, 2003

Conference Registration Form

Please type or print (one registration form per person)

Name _____ Check if attending your first District 19 Conference _____

E-mail _____ Day Phone _____ Evening Phone _____

(Conference information updates will be e-mailed)

Address/City/State/Zip _____

Club Name _____ Club Number _____ Division A ___ B ___ C ___ D ___ E ___

Are you a 2002-2003 Club Officer? Pres ___ VPE ___ VPM ___ VPPR ___ Sec ___ Treas. ___ Sgt-at-Arms ___

TM level(s) achieved CTM ___ ATMB ___ ATMS ___ ATMG ___ CL ___ AL ___ DTM ___

Are you a past District 19 Governor? _____ (Year served)

If you are you a non-Toastmaster guest, whose guest are you? _____

REGISTRATION

November 15-16 ONLY	\$55	<input type="checkbox"/>	Registration Fee (Advance)	\$15	<input type="checkbox"/>
November 17-April 15	\$70	<input type="checkbox"/>	Registration Fee (On-Site)	\$20	<input type="checkbox"/>
April 16-May 15	\$75	<input type="checkbox"/>	<u>PLUS</u>		
On-site Registrations	\$80	<input type="checkbox"/>	Friday Evening	\$20	<input type="checkbox"/>
			Saturday Lunch	\$20	<input type="checkbox"/>
			Saturday Banquet	\$30	<input type="checkbox"/>

GRAND TOTAL (write in) \$ _____

Make check payable to: "District 19 Toastmasters" and mail with registration form to: Registration Chair, Maralyn Grimoskas, 2805 S. Coral St., Sioux City, IA 51106-3333

Accommodations

A block of rooms has been reserved with the Marina Inn. Call (402) 494-4000 by April 15, 2003 for the very special Toastmasters rate of \$65 plus tax, per room. After April 15, rooms and/or rate are subject to availability.

For additional information contact Misty Harnisch, 2003 Spring Conference Chair at mdharnisch@aol.com or Maralyn Grimoskas, Registration Chair at thequiltingg@aol.com

TOASTMASTERS INTERNATIONAL
DISTRICT 19
OFFICIAL NEWSLETTER

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[www.kirkwood.cc.ia.us
/tm/](http://www.kirkwood.cc.ia.us/tm/)

Corrections/ Contests

Corrections

The article about Julie Venske in the January/February issue should have read:

A special **Thank You** to Julie Venske and everyone who helped her to make the District 19 Convention such a success.

Contests

Area 12 Sat., March 29, 9:30 AM—Belmond (site to be determined).

Area 13 Sat., April 12, 9:00 AM—General Business Interiors, Sioux City.

Area 31 Sat., April 19th, 9:00 AM—Waterloo Public Library, 415 Commercial St, Waterloo

Area 32 Sat., March 29th, 9:00

AM—Cedar Rapids Library, Cedar Rapids.

Area 33 Thurs., April 24, 6:00 PM—St. Paul's United Methodist Church, 1340 3rd Ave SE, Cedar Rapids.

Area 34 To Be Announced

Area 36 Tues., April 8, 6:30 PM - Iowa City Public Library (Meeting Room A)

Area 52 Mon., March 24, 7:00PM, Franklin Library, Des Moines

Area 53 Sat., April 5

Area 55 Tues., March 25, 5:30—Downtown Des Moines Public Library, corner of 2nd Ave & Locust.

Area 72 Wed., March 26, 6:00

-Urbandale Public Library.

Area 94 To Be Announced

Division A To Be Announced

Division B Sat., May 3, 9:00 AM, Waterloo Library.

Division C Sat., April 26, 9:30 AM, Ankeny Library, 1210 NW Prairie Ridge Dr.

Division D— Thurs., May 1st, 6:00 PM, Urbandale Public Library, Urbandale, IA

Division E To Be Announced

District 19 — May 15 & 16, Sioux City, IA