

Division C Director: Annmarie Givans
Division C Success Plan
August 31,2019

1. Team Composition

Division Director-Annmarie Givans
Area 35 Director - Anthoine Gray
Area 33 Director – Heike Heemann
Area 32 Director – Michael Smith

2. What are the district core values?

- Respect for all, Integrity, Commitment, Dedication to providing excellent service.

3. What principles does the team hold?

Team Operating Principles

- Trust, Expectation, Safe Learning, Team Work, Communication, Collaboration, Supportive Environment

4. Potential Obstacles

What obstacles will the team have to consider when strategizing?

- Conflicting personal commitments, distance to travel to various function, team availability, Different communication styles, club challenges-Time management

5. Meeting Protocol In general, how will the team process tasks?

- Area Directors and myself will meet monthly on every 4th Monday's at 6pm via online conference call
- Communication will be via email, phone calls or text
- We will discuss the various events-TLI, contest, DCP chart, club progress & challenges
- Encourage effective time management such as getting area director report in on time.

6. Team Interactions and Behavioral Norms

How will decisions be made?

- We will strive to make decisions together, and be respectful of each person unique communication style. If no consensus can be reached after reasonable discussion and deliberation, we will defer to the District Director.

7. What will be the team's method of communication?

- First primary means is email
- Second is email, text, phone calls
- Third is Face-to-Face

8. What will the communication parameters be?

- Division Director will meet weekly via conference call with Trio-DEC meetings.

- Division Director will meet monthly with Area Directors to relay and discuss all pertinent events, challenges and information given by the district.
- We will meet more often if needed for planning and or support.

9. How will the team resolve differences of opinion?

We will discuss the situation, listen actively to each others perspective and opinion and try to come to an amicable decisions. If we can't agree to disagree then we will seek help from other source to try and get further understanding into the matter and reach a resolution.

Use TM leadership protocol for guideline

10. How will the team support one another?

- Each team member has a role to play and I believe they will fulfill their duties to the best of their ability.
- If a team member is unable to complete a task the other team members will assist, or help find someone who can assist.
- Team members will provide each other with feedback and encouragement because we are all in this together.

How will the team ensure equitable participation when completing activities?

- District leadership roles have so many duties that there is ample opportunity for each district leader to undertake and complete tasks successfully.
- Whenever one leader needs help or advice, the others will do all they can to assist as needed.

How will team members be held accountable for their responsibilities?

- The District Leadership Handbook clearly explains the job descriptions for the core team. Each team member's first priority is to make sure the projects he or she is in charge of are being addressed effectively, and to ask for help if needed. Through regular meetings and frequent communications, we will help each other keep our many projects on track through reminders, suggestions, ideas and hands-on help as required.

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

Verbally, district 18 website, social media, some type of toastmasters award and recognition in division newsletter.

Starting Number

Club base-----17

Qualifying Requirements-Goal-No net club loss and achieving distinguished status

Distinguished Clubs and Club Growth

Distinguished Club base x 0.4

Select Distinguished Club base x 0.45

President's Distinguished Club base x 0.5 + 1 club

Situation Analysis

What is the current situation in the division?

- This past year the division had only one area which was area 35 met president distinguished goal.
- Area 32 & 33 has some challenges with club members participation and growth. Area 32 consists of federal secured locations and need special clearance to enter meeting. With this, and the previous Area Director's lack of engagement, communication, visits and reports the clubs suffered and intern the area became the weakest in division C this past year.
- We lost 2 clubs this past year.
- The area director and myself is working to make sure every member and officers understand how to achieve success.

The challenges in the division include a small portion of clubs who has not gotten members to take leadership roles, and a lack of club ownership, lack of existing committee involvement.

Strategy

What actions will the division take?

ACTIONS 1-5

1. help make club aware of assigning club coaches and mentors to help strengthen the clubs.
2. I will work with my Area directors in trying to contact and visit these clubs.
3. work hard to promote all events such as Tli's and Contests as well as follow up with clubs officers.
4. Area director will be encouraged to visit club more often and be more supportive.

Resources

What people, equipment, meeting places and money does the division have at its disposal?

- The District, TI, myself, area directors and members all can lend to resource to help with special programs if needed.
- \$\$ Incentives for all 7 officers trained & Open Houses.
- District leadership support.
- TLI expense reimbursement.

Assignments

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

Action 1-5

Whatever program or events there will be, committee's and various roles will be filled to ensure everyone is participating and the outcome will be successful. No assignments at this time.

Timetable

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

Action 1-5

Timing will depends on what project will be taken place.

ADDITIONAL GOALS

Goal

What specific, measurable, attainable and relevant additional goal can the division meet?

- Increasing Distinguished clubs in the division
- gaining new clubs
- restructuring the clubs that's not doing so well.

Action 1-5

Team Members	Date	Roles
Signatures		
AnnMarie Givans	8-1-2019	Division Director
Antoine Gray	9-3-2019	Area 35 Director
Heike Heemann		Area 33 Director
Michael Smith		Area 32 Director

