

**Ten Terrific Tips
For
Division Governors**

1. **Establish lines of communication with your Area Governors.** Be in contact with them through e-mail or telephone. If they have done a good job, remember to praise them.
2. **Hold regular Division council meetings.** Establish Division goals in line with District goals. Make sure all your club officers are familiar with the Distinguished Club Program.
3. **Install club officers.** Promote the Toastmasters program, and benefits of being a club officer. Encourage joint meetings and speaker – evaluator exchanges.
4. **Organise and conduct club officers training.** Encourage attendance at Division/District sponsored training. Make other training programs like “How to be a Speech Contest Judge”, “Parliamentary Procedures” available to the clubs in your Division.
5. **Be Visible.** Visit clubs, promote Toastmasters, and recognise members for their accomplishments!
6. **Plan and Assist.** Show your care and concern by helping Clubs in planning and holding their Club contests.
7. **Plan and Assist.** Show your care and concern for your Area Governors by helping them plan and hold Area Contests.
8. **Plan and co-ordinate** your Division speech contests. Involve all your Area Governors in planning Division events.
9. **Encourage member participation** in Area, Division, District, Region and International conferences. Share with them the benefits you have obtained by participating in these events.
10. **Encourage return** of Regional and International proxies to District Governor.