



1st District Executive Committee Meeting

15 July 2023 Saturday • 10 am – 1 pm • NUS Lecture Theatre 1
NUS Engineering, Block E2, Level B1, Singapore 117579

PROGRAM


10.00 am Registration and fellowship

10.30 am Commencement of District Executive Committee (DEC) Meeting

- 1) Calling of meeting to order by District Director
- 2) Reading of District Mission by Program Quality Director
- 3) Welcome Address by District Director
- 4) Certification of Quorum by District Credentials Chair
- 5) Confirmation of Appointed District Officers and Special Appointment Holders
- 6) Installation of Area Directors by Augustine Lee, DTM, PID
- 7) Group photo
- 8) Vision and Strategies for the new term by District Director
- 9) Strategies for the new term by Program Quality Director
- 10) Strategies for the new term by Club Growth Director
- 11) Announcements by District Public Relations Manager
- 12) Announcements by District Administration Manager
- 13) District Budget Report by District Finance Manager
- 14) Division plans for term 2023-2024 by Division Directors
- 15) Any other business
- 16) Announcement of time and place of next DEC meeting

1:00 pm Meeting adjourned

Please note that photography, video, and sound recordings are taken at this contest. You may be captured in such photographs and recordings, which may be used in Toastmasters District 80's print, broadcast and/or online platforms. By attending this Event, you give consent to the use of your image in the photographs and recordings as stated above. Thank you.

	INSTALLATION OF APPOINTED DISTRICT OFFICERS
	AUGUSTINE LEE, DTM, PID
	15 July 2023

A. Appointed Division Director

Division G Director - Nora Bamadhaj

B. Appointed Area Directors

Area A1 Director - Carolyn Street, DTM
 Area A2 Director - Rajesh Babu
 Area A3 Director - Patrick Chan

Area B1 Director - Chayan Gulati
 Area B2 Director - Elaine Tan
 Area B3 Director - Patricia Ang
 Area B4 Director - Joseph Yap
 Area B5 Director - Shanmugam Manikandan
 Area B6 Director - Viknaeswari Sachithanandam

Area D1 Director - Tan Hui Ying
 Area D2 Director - Tan Aun Peng Darrell
 Area D3 Director - Chou Yee Fee
 Area D4 Director - Pei Yi Heng

Area E1 Director - Saju John
 Area E2 Director - Roshni Dodrajka
 Area E3 Director - Kelvin Lee
 Area E4 Director - Anupama Selarka


Area G1 Director - Serene Tan Soon Whan
 Area G2 Director - Oscar Zhu
 Area G3 Director - Ming Chuan Tan
 Area G4 Director - Cindy Gan

Area L1 Director - Terry Lee Wuan Chun
 Area L2 Director - Chia Buan Gek
 Area L3 Director - Esther Jiang Shu
 Area L4 Director - Wei Yang

Area L5 Director	-	Anne Lek Gek Ngoh
Area L6 Director	-	Chan Poh Lin
Area S1 Director	-	Tamilavel
Area S2 Director	-	Lim Lay Beng
Area S3 Director	-	Tushar Khera
Area S4 Director	-	Adeline Yeo
Area T1 Director	-	Leela Rani Egappan
Area T2 Director	-	Manickavasagam Chakravarthy
Area T3 Director	-	Sahaya Prabu Joseph Michael
Area T4 Director	-	Prabhakar Sundaramoorthy
Area U1 Director	-	Silambarasan Parusappuli
Area U2 Director	-	Alice Abigail Tan
Area U3 Director	-	Christine Siak
Area U4 Director	-	Karthik Hari
Area V1 Director	-	Wang Xiao Pei
Area V2 Director	-	Lu Jun Hao
Area V3 Director	-	Toh Irene
Area V4 Director	-	Li Meini
Area V5 Director	-	Choon Chye Tan
Area V6 Director	-	Tan Siew Eng
Area Z1 Director	-	Tay Zan Jun
Area Z2 Director	-	ByungGyun Kim
Area Z3 Director	-	Joseph Tan Soon Meng
Area Z4 Director	-	Yeo Eng Hou
Area Z5 Director	-	Tan Meng Cheng

B. Special Appointment Holders

Alignment Chair	-	Patricia Lum, DTM
Audit Chair	-	Ho Chiu Lin, DTM
Credentials Chair	-	Lim Jun Jie
Leadership Committee Chair	-	Ng Cher Khim, DTM
Parliamentarian	-	Yeo Chai Tun, DTM
District Disciplinary Committee Chair	-	Augustine Lee, DTM, PID

	<h2>DISTRICT DIRECTOR REPORT</h2>
	<h3>Swarna Kalyan, DTM</h3>
	<p><i>Deliberate, Dedicated, Distinguished.</i></p>
	<p>15th July 2023</p>

Deliberate in leading with clarity and purpose, dedication to helping clubs and its members achieve excellence and **Distinguished** by choice.

Deliberate efforts to build a strong team of Area Directors and Division Directors that will work towards achieving the **District Mission**.

Coming together is the beginning, **keeping together** is progress, **working together** is success.

1. Dedication


- Charter sustainable clubs.
- **1-20-100**
 - Focus on encouraging every member complete at least 1 level this term
 - Clubs to work towards building a club of 20 members,
 - and to ensure all members are pathways enrolled.
- Achieve 5000 unique members in District 80

2. Distinguished by choice

- Timely recognition and rewards for all levels - members, club officers, Area and Division Directors

‘Strive for progress, no perfection’.

Unknown

	<h1>PROGRAM QUALITY DIRECTOR REPORT</h1>
	<h2>Muhd Nurhakim, DTM</h2>
	<p><i>The Crux, The Core and The Kaleidoscope – All Systems GO!</i></p>
	<p>15th July 2023</p>

1. Distinguished District Program (this is continuing for this term)

	Paid Clubs	Payments	Distinguished Clubs
Distinguished	No Net loss	+1%	40%
Select	Net+1	+3%	+45%
President's	+3%	+5%	+50%
Smedley Distinguished	+5%	+8%	+55%

2. PQ Team

Role	Name	Scope
District Training Chair	Lim Wei Bin, DTM	Looking into the planning and implementation of the District training plans and programmes
District Training Chair (Mandarin)	Alice Cheong, DTM	Looking into the planning and implementation of the District training plans and programmes (Mandarin)
District Training Chair (Tamil)	Karthick Chidambaram	Looking into the planning and implementation of the District training plans and programmes (Tamil)
District Training Advisor	Linda Lam	Looking into advising the District on the planning and implementation of the District training plans and programmes
District Pathways Chair	Raymond Zhang	Looking into District training programmes on Pathways and the District Pathways adoption rate
District Personal Training Programme (PTP) Chair	Li Shan Shan, DTM	Looking into District training programmes on Toastmasters meetings roles and its related mentoring activities
Chief Judge	Gerald Yong, DTM	Looking into District contests and related training for role holders and judges
District Corporate Training Chair	Thomas Chen	Looking into District corporate-based training programmes
District Artificial Intelligence (AI) Trainer	Devnavin Madeswaran	Looking into District training programmes on Artificial Intelligence (AI) and its adoption
District Annual Conference Advisor	Azizah Sapari, DTM	Looking into advising the District and the Annual Conference Chair on the organizing of the Annual Conference
District Broad-based Learning Chair	Celia Lim, DTM	Looking into supplementary, interest-based communication and leadership programmes for the District
District Debates Trainer	Brahmakumar Balakrishnan, DTM	Looking into training interested Toastmasters in public speaking and leadership through debating
District Cares Chair	Lionel Lim	Looking into training interested Toastmasters in interpersonal communication and leadership, for service

3. District Calendar

Below are some key dates of the District Calendar as discussed.

Updates to the calendar will be informed and updated on the District website.

Date	Event	Remarks
15 July 2023, 1pm to 6pm	District Officers' Training 1 (DOT 1)	Continue after DEC 1
22 July 2023, 1pm to 6pm	District COT training in Mandarin	
29 July 2023, 1pm to 6pm	District COT1-TLI	
3 rd , 4 th or 5 th week of August	Online Make-up COT (tentative)	On a need-to basis
30 and 31 August 2023, 7.30pm to 9.30pm	Contest role-holders Training and Briefing	By Chief Judge
27 September 2023	Speech Writing and Delivery Workshop	
2 December 2023	District Officers' Training 2 (DOT 2)	
13 January 2024	District COT2-TLI	
4 th or 5 th week of January	COT2 by Divisions	Please refer to Division Directors for details
18 and 19 May 2024	District 80 Annual Conference	Including District Speech Contests Finals

4. Trainings and Workshops

The District is also planning once every 2 months Pathways and New Members Orientation to Toastmasters Meetings sessions.

The PTP programme is on a 4-month cycle with each group having their internal check-ins once every 2 months.

Other trainings will be included for interested groups of Toastmasters periodically. Please refer to District Calendar and District publicity materials on social media.

5. Recognition and Incentives (including timeline of how the recognition and incentives will be distributed.) *

To support the District goals of 1-20-200, the following incentives will be given to achieving Toastmasters.

Educational Achievement	Award
Members completion of 1 Level from any Pathways	Toastmasters Lanyard for each level
Clubs with 100% Pathways adoption	VPE to be recognized with a plaque at the District Hall of Fame 2024
Areas with 100% Pathways adoption	Area Director to be recognized with a plaque at the District Hall of Fame 2024
Divisions with 100% Pathways adoption	Division Director to be recognized with a plaque at the District Hall of Fame 2024
Completion of DTM Award	DTM Medallion
Completion of any Path	Pathways Proficiency Pin
Completion of any 3 levels in a Term	Triple Crown Pin (To be given only once per term per Toastmaster)
"Show-off" of the Year (Top Contributor)	Top 3 Contributors to the District Resource Bank (for club good practices and documents) and will be recognized with a plaque at the District Hall of Fame 2024

*other awards may be added to respond to the needs of the members and District

6. Speech Contest

The District will propose to organize and support 3 Speech Contests this term – International Speech, Table Topics and Speech Evaluations. This is in consideration of the objectives the District aims to achieve this term and resources to support it. Clubs, Areas and Divisions are free to organize speech contests that are allowed under TI at their own expense. Please refer to this website - <https://www.toastmasters.org/resources/speech-contests> for more details on Speech Contests in Toastmasters.

7. District Conference

The District Annual Conference will take place on 18th and 19th May 2024. It will be in-line with the 20th Anniversary of the formation of District 80. Further details will be shared as the planning progresses. DTM Azizah Sapari is appointed the Annual Conference Advisor.



CLUB GROWTH DIRECTOR REPORT

Sharon Kam

*SPREAD THE WORD:
Let's extend the benefits of Toastmasters to more people*

15th July 2023

DISTINGUISHED DISTRICT TARGET

	Paid Clubs	Payments	Distinguished Clubs
Distinguished	No Net loss	+1%	40%
Select	Net+1	+3%	+45%
President's	+3% (net increase of 7 clubs)*	+5%	+50%
Smedley Distinguished	+5% (net increase of 11 clubs)*	+8%	+55%

*Based on 213 active clubs as of 30 June 2023

CLUB GROWTH TEAM (2023/24)

ROLE	JOB SCOPE SUMMARY	NAME
Club Extension Chair	Maintains quality leads and provides guidance over club sponsor program - to grow new clubs.	CJ <u>Lim</u> , DTM
Club Extension Specialist (Support)	Supports Club Extension initiatives such as demo meetings	Celine <u>Goh</u> , DTM
Club Extension Specialist (Club Sponsors, Club Coaches)	Supports Extension Chair on Club Sponsors; and supports Retention Chair on Club Coaches (to manage pool of coaches & track progress)	Elvira <u>Castillo</u>
Club Quality Chair (incl. Club Mentors program)	Recruits & trains Club Mentors for sufficient pool of quality mentors to support new clubs	<u>Lim</u> Tong Lee, DTM
Club New Source Research Specialist	Proposes strategies and avenues to grow new clubs	Rebecca <u>Low</u>
Club Retention Chair	Leads Club Coach program to support weak clubs to retain and grow members	<u>Lim</u> Cheng Boon
Digital Speechcraft Specialist	Leads, promotes & guides implementation of digital speechcraft to strengthen clubs' membership	Paulus <u>Gunadi</u> , DTM
Club Growth Specialist (Tamil clubs)	Leads/supports initiatives to grow clubs & membership in Division T	Sankaranarayan <u>Palani</u>
Club Growth Incentives Chair	Manages club growth incentives, tracks awardees for timely recognition	Jennifer <u>Lim</u>
Social Media Specialist	Generates awareness and interest among target segments	Isabelyn <u>Esa</u>
Chinese Communications Specialist	Supports media initiatives in Mandarin channels	余顺发 <u>Yu</u> Shunfa, DTM
Finance & Administration	Maintains finances and provides administrative support to GCD	Sabrina <u>Cham</u>

DISTRICT CLUB GROWTH RECOGNITION & INCENTIVES

LET'S CHARTER NEW CLUBS

1. CLUB-SPONSOR/TEAM - receives Toastmasters International (TI) gifts worth S\$50 after the chartering process is completed

2. LEAD-GENERATOR - receives TI gifts worth S\$30 for every lead that becomes a new chartered club.

3. WELCOME GIFTS FOR NEW CLUBS

Every new club receives the Welcome Kit (including TI banner, gavel & lectern, club ribbons).

LET'S STRENGTHEN OUR CLUBS

For YOU

1+1 Award: You receive an exclusive Toastmasters International (TI) Pull-String Bag for every person you bring to the club and sign up as a member.

For YOUR CLUB

Early Bird Renewal Rewards:

- **8+8 Rewards:** the club receives one set of exco pins (or equivalent TI gifts) for renewing at least 8 members for 2 payment cycles i.e. Oct 2023 - March 2024 & Apr - Sept 2024
- **Base+3 / 20+20:** the club receives S\$150 TI gifts for renewing at least base+3 or 20 members for 2 payment cycles i.e. Oct 2023 - March 2024 & Apr - Sept 2024

Toastmasters International Awards:

- **Smedley Award** : the club gets TI recognition award by adding 5 members during 1 August - 30 September 2023
- **Talk Up Toastmasters** : the club gets TI recognition award by adding 5 members during 1 February - 31 March 2024
- **Beat The Clock** : the club gets TI recognition award by adding 5 members during 1 May - 30 June 2024

For HELPFUL CLUBS

Buddy-Up: TI S\$50 gifts (more details to come)

Stronger clubs who support weaker clubs to be successful by April 2023 receive the rewards. Minimum requirements: stronger clubs to provide training/best-practice exchanges (at least twice) and joint meetings (at least twice)

For AREA DIRECTORS /DIVISION DIRECTORS

Early Renewals:

- Area Directors receive S\$50 TI gifts when all clubs in the respective areas renew at least 8 members for 2 payment cycles i.e. Oct 2023 - March 2024 & Apr - Sept 2024
- Division Directors receive S\$100 TI gifts when all clubs in the respective division renew at least 8 members for 2 payment cycles i.e. Oct 2023 - March 2024 & Apr - Sept 2024

Early Submission of Area Director's Club Visit Reports:

- Area Directors who submit by 31 August (1st round) & by 29 February (2nd round) receive an exclusive Toastmasters Hoodie each
- Area Directors who submit by 30 September (1st round) & by 31 March (2nd round) receive a Toastmasters Baseball Cap each

RECOGNITION METHODS

Individual level: Recognition/Awards to be presented at respective clubs

Club level: Recognition/Awards to be presented at COT2, 99th anniversary event, Hall of Fame 2024

Area Directors/Division Directors: Recognition/Awards to be presented at DOT2/post-DEC

OUTREACH PROGRAMS

District Club Growth is receptive to support* Divisions' own Outreach Programs or take up any of the following outreach events.

1. Human Resources Professionals (tentatively last Quarter 2023)
2. Leadership Forum (tentatively first Quarter 2024)
3. IHL Students Programs (tentatively last Quarter 2023)
E.g. inter-varsity contest by division V
4. Toastmasters International 99th anniversary celebrations (22 Oct 2023)

*Supports for marketing expenses outside Toastmasters, tokens. Divisions to organise and run the programs.

MARKETING (OUTSIDE TOASTMASTERS)

Communications campaigns to amplify the benefits of Toastmasters to different target segments via Own/Earned/Paid Media (OOH* & digital)

**Out-Of-Home channels e.g. outdoor banners to drive potential members to clubs around the locations.*

DIRECT MARKETING (CLUB BUILDING INITIATIVES)

Direct communications to Companies, Foreign Schools, Organisations, to offer short trainings


In partnership with external parties such as e2i to reach selected communities and segments.

Start early – Finish Strong

- **IMPORTANT REMINDER – Renewals are open!**
Please remind clubs renewals can be submitted now (save US\$15 if done by July)
- **IMPORTANT REMINDER – Area Directors Reports!**
AD Reports can be submitted now

*Please contact **CGD Sharon Kam**
(82228512, d80cgd@gmail.com)*

- to provide leads*
- to be Club Sponsor/Club Coach/Club Mentors*
- to discuss Marketing Outside Toastmasters initiatives, and/or*
- to discuss/enquire about Club Growth matters*

	<h2>DISTRICT PUBLIC RELATIONS MANAGER REPORT</h2>
	<h3>Suzanne Loh</h3>
	<i>'Connect, Collaborate, Contribute'</i>
	15 th July 2023

1. District Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
District 80 Public Relations overall goals	Phase 1 - 50% Phase 2 - 100%	30 November 2023 31 May 2024
Targeted outreach program for PR activities (300 organizations)	Phase 1 - 150 Phase 2 - 150	30 November 2023 31 May 2024
Number of new members gained from outreach program (1000)	Phase 1 - 500 Phase 2 - 500	30 November 2023 31 May 2024
Number of new charters gained as a result of the outreach program (20)	Phase 1 - 10 Phase 2 - 10	30 November 2023 31 May 2024
Number of members-of-public reached resulting from program (200,000)	Phase 1 - 100,000 Phase 2 - 100,000	30 November 2023 31 May 2024

2. District PRM Alert

Potential leads to clubs	3
Potential club losses	0

3. Action Plan to Achieve D80 PR Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	<p>Celebration Month for Toastmasters' 99th Anniversary from 23 Sep to 21 Oct 2023.</p> <p>Activities include</p> <p>a) Weekly feature in all social media platforms on veteran/millennial/Gen Z toastmasters on their journeys and aspirations (video and written)</p> <p>b) Special Anniversary (interview video) with District Trio on how toastmasters are making an impact to individuals and societies.</p> <p>c) These activities could lead up to an outreach event on 21 Oct. All Divisions are invited to organize the event, with District's support in PR.</p>	23 Sep to 22 Oct 2023

S/N	Action	To achieve this by: [interim / final dates]
2.	<p>Public Awareness Campaigns on Toastmasters</p> <p>To coincide with the 3 TI membership building programmes: Smedley Award (1 Aug to 30 Sep 2023) Talk Up Toastmasters (1 Feb to 31 Mar 2024) Beat The Clock (1 May to 30 June 2024)</p> <p>Activities to include a)Photography & Videography Contest in conjunction with National Day. b)Featuring Stories of Toastmasters transformed to become: The Corporate Leader, The Community Leader and The Student Leader. c)Featuring Stories on Toastmasters Clubs</p> <p>b)Monthly DPRM Emler on Helpful Tips to Build A Club Bran</p>	1 Aug 2023 to 31 Jun 2024
3	<p>Booster Support For Toastmasters Clubs in Publicity</p> <p>a)Monthly DPRM Emler on Helpful Tips to Build A Club Brand</p> <p>b)To help clubs with fewer than 20 Members by 1 Dec 2023 to boost publicity, DPR Team to organize a special workshop to help them overcome problems in reaching out to their target audiences.</p>	<p>Monthly with effect from July 2023</p> <p>December 2023</p>

4. Planned D80 Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Dates
1.	DPR Workshop – Your Essential Branding and Design Virtual Workshop (Bi-双语)	1 July 2023
2.	DPR Workshop – Photography & Videography Skills Workshop (ZOOM)	4 August 2023
3.	DPR Contest –Video Creation Contest to introduce clubs – TM Awareness	4 Aug to 31 Aug 23
4	DPR Workshop – How To Make People Fall in Love With Your Club Through Facebook & Instagram Marketing (Bi-双语)	October 2023
5	DPR Workshop –Social Media Booster Workshop for Toastmasters (Bi-双语)	December 2023
6	DPR Workshop – YouTube Marketing for Toastmasters (Bi-双语)	January 2024
7	DPR Workshop – Effective Integrated Social Media Marketing for Toastmasters (Bi-双语)	March 2024
8	DPR Workshop - Media Relations / PR Crisis Management (Bi-双语) .	April 2024

5. District Social Media Platforms (Join now!)

- Telegram Bot



- District 80 Toastmasters Website



- District 80 Toastmasters Instagram

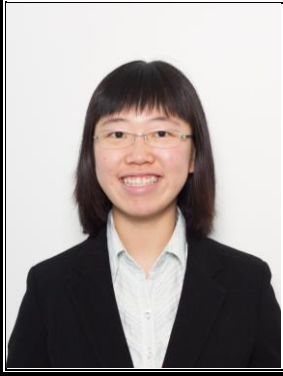


- District 80 Toastmasters Facebook Page



- District 80 Toastmasters LinkedIn



	<h2>DISTRICT ADMINISTRATION MANAGER REPORT</h2>
	<h3>Yip Li Xian</h3>
	<p>15th July 2023</p>

1. Communication

- WhatsApp Group
- Email
- In-person meeting
- Zoom Virtual meeting

1. District 80 Directory

- District leader and club officer names to be displayed.
- Contact [email address and phone numbers] of all District Officers, Club President, Vice President Education and Vice President Public Relations, in accordance with PDPA.
- Club meeting times, locations, contact information and websites.
- Membership and education program information
- District Recognition Program performance history
- District Calendar
- Collecting Information from Club Officers and District Officers through Google Forms:

District Officer : <https://tinyurl.com/directory-do>

Non-District Officer Councils : <https://tinyurl.com/directory-council>

Division A : <https://tinyurl.com/directory-a>

Division B : <https://tinyurl.com/directory-b>

Division D : <https://tinyurl.com/directory-d>

Division E : <https://tinyurl.com/directory-e>

Division G : <https://tinyurl.com/directory-g>

Division L : <https://tinyurl.com/directory-L>


Division S : <https://tinyurl.com/directory-s>

Division T : <https://tinyurl.com/directory-t>

Division U : <https://tinyurl.com/directory-u>

Division V : <https://tinyurl.com/directory-v>

Division Z : <https://tinyurl.com/directory-z>

	<h2 style="margin: 0;">DISTRICT FINANCE MANAGER REPORT</h2>
	<h3 style="margin: 0;">Grace Wong</h3>
	<p style="margin: 0;">15th July 2023</p>

1. **Financial Structure & Process**
2. **Budget Allocation for respective divisions**

Reference

- a. <https://www.toastmasters.org/Leadership-Central/Governing-Documents>
- b. TI Policies & Protocols are updated regularly.
- c. Always refer to the latest update.

Source of Authority

- a. TI Policies and Protocol
- b. Policy 8.4 District Fiscal Management
- c. Protocol 8.4 District Fiscal Management

1. **Finance Structure & Process**

- All claims from Divisions are to be submitted on Concur Solutions by Division Directors.
- TI will process Concur authorization access for Division Directors after 1 July 2023.
- Details of Concur system & claim process will be given to Division Directors.
- Step-by-step walkthrough of the Concur system will be prepared and provided at DOT1.

On Fundraising

~ Protocol 8.2 Fundraising Section 1-2

- To offset costs of educational sessions.
- To further the purpose of Toastmasters International.
- Product / service rendered is donated or voluntary.
- No individual member profits financially from the activity.
- Activity is conducted on an infrequent / irregular basis.
- **Funds raised belong to District / TI.**

2. **Proposed District 80 Budget 2023/2024**

Revenue (\$S)

Breakeven		<u>\$60,000</u>
Collection for Conference		<u>\$60,000</u>
<u>Receipts from TI</u>		
TI Membership Dues Allocation		<u>\$140,000</u>

Expenses (\$S)

Conference Expense	100%	<u>\$60,000</u>
--------------------	------	-----------------

TI Policy

Administration	20%	(Max)	\$14,000
Communication	15%	(Max)	\$21,000
Education & Training	30%	(Max)	\$42,000
Marketing Outside Toastmasters	5%	(Min)	\$ 7,000
Speech Contest	10%	(Max)	\$14,000
Travelling	15%	(Max)	\$21,000
Others	5%	(Max)	<u>\$ 7,000</u>
	100%		<u>\$140,000</u>

** This Budget is an estimated and subjected to approval from TI.

3. Interim Budget Allocation for Respective divisions


Items	Funds Allocated SGD	Reporting Code	Expense Type	Notes
Area Contest	200	801 – speech contest area	7010 – awards/tokens of appreciation 7078 - Food Expense	The design of trophies must be TI approved
Division Contest	300	802 – speech contest division	7010 – awards/tokens of appreciation 7078 - Food Expense	The design of trophies must be TI approved
Division Educational Workshop	200	705 – ET other	7010 – awards/tokens of appreciation 7078 - Food Expense	Subsidy for 1 workshop (Workshop to have written approval from PQD to be able to claim)
Postage & Shipping Express Mail/Courier	50	900 – admin	7040 - postage & shipping expense 7046 - express mail/courier expense	
Travelling – Area Directors	15 completed AD report x 2 rounds	958 – travel area director	7064 - taxi/shuttle expense	Division Directors to submit claims with list from the dashboard
Travelling – Division Directors	\$60 * no of Areas in the Division	957 - travel division director	7064 - taxi/shuttle expense	Claim submitted with taxi receipts or equivalent
Marketing Outside Toastmasters	200	500 - marketing outside TM	7036 – advertising 7008 – promotional materials 7026 - website expense	For Division events targeting non-Toastmasters (collaborating with District)

3. On claims submission:

- Please look out for mismatched receipts, e.g. date, vendor name.
- For claims on token of appreciation (cap at \$25 all-inclusive per token), please indicate the recipients as well.
- For claims on district sponsored workshop, please also attach the email approval from PQD Hakim.
- For claims on contest, when you are claiming for trophies, please include in the attachment the brand approval from TI.
- For claims amounting to \$500 and above, you need to submit the email approval and acknowledgement by DD Swarna
- Claims must be submitted within the 60-day period after the claim has been expensed out.

On transport claims:

- Petrol/ fuel receipts are not acceptable.
- Taxi receipts from Grab, GoJek, ComfortDelGro etc are allowed.
- Screenshot that clearly states date, time, distance travelled and estimated fare with be allowed, provided it's substantiated with purpose of travel.

	DIVISION A DIRECTOR REPORT
	Robekka Purba
	<i>"One for all and all for one"</i>
	Prepared on 9 July 2023

Club Base:

Membership Payments Base:

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	President Distinguished	15 June 2024
Targeted club growth	1	15 June 2024
Number of new clubs	1	15 June 2024
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	1	15 June 2024
Targeted membership payment growth (%)	5%	15 June 2024
New and charter membership payments	5%	15 June 2024
Existing membership payments	15%	15 June 2024
Targeted percentage of distinguished clubs	55%	15 June 2024
Targeted percentage of distinguished areas	100%	June 2024

2. Clubs Growth Alert

Potential leads	1
Potential club(s) closing	0

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	Area Directors and Division Director to build good relationships and bonding with clubs. To encourage inter-club / joint meetings to share best practices and knowledge.	Throughout the term
2.	To provide opportunity and platform for Division A toastmasters to showcase themselves. To groom leaders and help to strengthen clubs.	Throughout the term
3.	Constantly looking out and groom potential leaders for succession plan.	Second half of the term
4.	Exploring potential leads for club chartering.	June 2024
5.	To conduct workshops / speechcraft to meet needs of clubs and toastmasters as part of outreach program.	Bi-monthly / TBC
6.	Organize get together events with Division A's club executive committee, members, and council team to foster collaboration, camaraderie, and networking.	Every quarter
7.	Collaborate with other divisions to organize outreach program that targeting non toastmasters as part of membership drive.	TBC


4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g., COT, contests, workshops, bonding activities)	Tentative Dates
1.	Division A Contests	6 Apr 2024
2.	Area A1 Contests	17 Feb 2024
3.	Area A2 Contests	2 Mar 2024
4.	Area A3 Contests	16 Mar 2024

6.	Workshops	Bi-monthly / TBC
7.	Division A bonding activities	Every quarter / TBC
8.	Achievers' Night	22 June 2024

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division A Director	Robekka Purba, SR5, EH2
2.	Area A1 Director	Carolyn Street-Johns, DTM
3.	Area A2 Director	Rajesh Babu, CC, DL2
4.	Area A3 Director	Patrick Chan, PI5
5.	Assistant Division A Director Program Quality	Alberto Tomita, ACB, DL2
6.	Assistant Division A Director Club Growth	Vincent Chua, DL5
7.	Immediate Past Division A Director	Sky Seah, MS5, PI4
8.	Division A Advisor(s)	Jenny Au, DTM Ernest Chen, DTM
9.	Division A Public Relation Manager	Thomas Chen, CC, CL
10.	Division A Finance Manager	Zhou Siying, DTM
11.	Division A Admin Manager	Vy Trang Nguyen
12.	Division A Trainer(s)	Yeo Chai Tun, DTM Ernest Chen, DTM

	Director's Report for Division (insert Division alphabet)
	Bridget Lee
	Prepared on: 6 July 2023

Club Base: Membership Payments Base:

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	President's Distinguished Division	30 June 2024
Targeted club growth	2 clubs	
Number of new clubs	2 clubs	30 June 2024
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	1 to 2 clubs	30 June 2024
Targeted membership payment growth (%)	12.7% (785 to 885)	30 June 2024
New and charter membership payments	232 (8 new members for 24 clubs + 40 charter members)	30 June 2024
Existing membership payments	665 (785 – 5 non renewal for 24 clubs)	30 June 2024
Targeted percentage of distinguished clubs	54% (which is 13 clubs)	30 June 2024
Targeted percentage of distinguished areas	83% (5 area with at least 50% distinguished clubs)	30 June 2024

2. Clubs Growth Alert

Potential leads	1 Corporate club?
Potential club(s) closing	1 Melting Culture?

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	Opportunity for leadership growth – identify leaders to join for club building effort, club chartering and event organising activities	30 June 2024
2.	Outreach effort in school campus and for public	October 2023 and March 2024
3.	Train more leaders as Pathway Guide and promote pathways adoption	30 June 2024

4. Planned Division Activities [July 2022 – June 2023]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	Division B COT 2	November 2023
2.	Division Contest (IS, E & TT)	April 2024
3.	Achievers' Day	June 2024

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division B Director	Bridget Lee, DL4, PM3
2.	Area 1 Director	Chayan Gulati, DL5
3.	Area 2 Director	Elaine Tan, DL5
4.	Area 3 Director	Patricia Ang, PM5
5.	Area 4 Director	Joseph Yap, PM3
6.	Area 5 Director	Sanmugam Manikandan, DL5
7.	Area 6 Director	Viknaeswari Sachithanandam, VC5, IP5
8.	Assistant Division Director Program Quality	Tan Chor Wui, IP5, MS5
9.	Assistant Division Director Club Growth	Thiyagarajan Natarajan, IP5
10.	Division Advisor(s)	Azizah Sapari, DTM Julie Ong, DTM
11.	Division Public Relation Manager	Kathyrn Galatis, IP3
12.	Division Finance Manager	Ong Ching Nee, LD5, EH3
13.	Division Admin Manager	Isaac Lew, LD5
14.	Division Trainer(s)	Kelvin Leong, DTM



Director's Report for Division D

Yu Ming Yuen

"Determined in making a difference in our differing learning journey"

Prepared on: 10 July 2023

Club Base: 15

Membership Payments Base: 346

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	To target to grow 1 club	30 Jun 2024
Targeted club growth	+1	30 Jun 2024
Number of new clubs	1	30 Jun 2024
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	+1	30 Jun 2024
Targeted membership payment growth (%)	Focus on membership retention	30 Jun 2024
New and charter membership payments	Pending opportunities	30 Jun 2024
Existing membership payments	Focus on membership retention	30 Jun 2024
Targeted percentage of distinguished clubs	40%	30 Jun 2024
Targeted percentage of distinguished areas	50%	30 Jun 2024

2. Clubs Growth Alert

Potential leads	1
Potential club(s) closing	0

3. Action Plan to Achieve Division Goals


S/N	Action	To achieve this by: [interim / final dates]
1.	Monitor and track to ensure all clubs submit their Club Officers Lists	30 June 2023
2.	To encourage new members to do speeches – set goals & monitor through a Tracker spreadsheet for the 23/24 term	31 May 2024
3.	Monitor and track to ensure AD reports are submitted both times	30 November 2023 31 May 2024
4.	Implementing Personal Training Program for at least 2 batches	30 November 2023 8 June 2024
5.		
6.		
7.		
8.		

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	Area D1 Contest	9 March 2024
2.	Area D2 Contest	16 March 2024
3.	Area D3 Contest	23 March 2024
4.	Area D4 Contest	30 March 2024
5.	Division D Contest	20 April 2024
6.	Division D Achiever's Day	8 June 2024
7.	Trainer Academy	On-going
8.		
9.		
10.		

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division (insert Division Alphabet) Director	Yu Ming Yuen, IP5
2.	Area 1 Director	Tan Hui Ying
3.	Area 2 Director	Darrell Tan, EC5
4.	Area 3 Director	Chou Yee Fee, EH5
5.	Area 4 Director	Pei Yi Heng, LD2
6.	Area 5 Director	NA
7.	Area 6 Director	NA
8.	Area 7 Director	NA
9.	Area 8 Director	NA
10.	Assistant Division Director Program Quality	Sabrina Cham, PI3
11.	Assistant Division Director Club Growth	Sanchita Satakar, PM3
12.	Immediate Past Division Director	Watana Chong, DTM
13.	Division Advisor(s)	Aaron Ting, DTM
14.	Division Public Relation Manager	Dreamy Shah, EH1
15.	Division Finance Manager	Gerald Ong, DTM
16.	Division Admin Manager	Gerald Ong, DTM
17.	Division Trainer(s)	Thomas Chen, EC3 Li Shan Shan, DTM

	Division E Director Report
	Shamanth Kumar
	“Build on your Strength”
	Prepared on: 6 July

Club Base: 14

Membership Payments Base: 300

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division’s overall goals	Distinguished	
Targeted club growth	1	
Number of new clubs	1	
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	1	
Targeted membership payment growth (%)	5%	
New and charter membership payments	+3%	
Existing membership payments	+3%	
Targeted percentage of distinguished clubs	50%	
Targeted percentage of distinguished areas	50%	

2. Clubs Growth Alert

Potential leads	Schneider Electric
Potential club(s) closing	Nee Soon South

3. Action Plan to Achieve Division Goals


S/N	Action	To achieve this by: [interim / final dates]
1.	Ensure active participation of Clubs for District initiatives to promote membership growth. E.g., Road shows	June 2024
2.	Jauhari facilitate Speechcraft program by partnering with external training organization for outreach	Nov 2023
3.	Yuhua joint meetings with other clubs	June 2024

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	COT1	29 th July 2023
2.	Area Contests	February-March 2024
3.	Division Contest	20 th April 2024
4.	COT2	October 2024
5.	Appreciation Day	June 2024

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division E Director	Shamanth Kumar
2.	Area 1 Director	Saju John
3.	Area 2 Director	Roshni Dodrajka
4.	Area 3 Director	Kelvin Lee
5.	Area 4 Director	Anupama Selarka
6.	Assistant Division Director Program Quality	Zuhriyyah Ariffin
7.	Assistant Division Director Club Growth	Nurfarhan AJ
8.	Immediate Past Division Director	Daniel Koepfer
9.	Division Advisor(s)	Ho Chiu Lin, DTM
10.	Division Public Relation Manager	Nurfarhan AJ
11.	Division Finance Manager	Shamanth Kumar
12.	Division Admin Manager	Zuhriyyah Ariffin
13.	Division Trainer(s)	Ho Chiu Lin, DTM

	<h2>Director's Report for Division G</h2>
	<h3>Nora Bamadhaj</h3>
	<p>Evolve Educate Empower</p>
	<p>Prepared on: 10th July 2023</p>

Club Base:

Membership Payments Base:

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	Presidents' Distinguished	
Targeted club growth	2	
Number of new clubs	2	
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	2	
Targeted membership payment growth (%)	40	
New and charter membership payments	100	
Existing membership payments	263	
Targeted percentage of distinguished clubs (%)	50	
Targeted percentage of distinguished areas (%)	100	

2. Clubs Growth Alert

Potential leads	2
Potential club(s) closing	0

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	Identify anchor clubs to secure their support for Division initiatives.	Pending discussion
2.	Our charter team to work on club charter process.	30 th June 2024
3.	Run programmes through anchor clubs to recruit members and meet Division targets.	Pending discussion
4.	Send advisors to weaker clubs to shore up their ExCo processes	In process
5.	Look into issues of weak clubs and address their issues.	Pending discussion

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	COT II	13 th January 2023
2.	Achievers' Day	08 th June 2023
3.	Area Contests: Table Topics & Speech Evaluation	07 th to 28 th October 2023
4.	Division Contest: Table Topics & Speech Evaluation	04 th November 2023
5.	Area Contests: International Speech	02 nd March to 23 rd March 2024
6.	Division Contest: International Speech	13 th April 2024
7.	Proposed Workshop: Power of Influence	Pending
8.	Proposed Workshop: Elite Speaker Incubator	Pending
9.	Proposed Workshop: Seize the Advantage	Pending

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division G Director	Nurfaisah binte Mustafa Bamadhaj
2.	Area G1 Director	Serene Tan Soon Whan
3.	Area G2 Director	Oscar Zhu Qi Hui
4.	Area G3 Director	Ming Chuan
5.	Area G4 Director	Cindy Gan Chia Ee
10.	Assistant Division Director Program Quality	Deepshikha Bansal
11.	Assistant Division Director Club Growth	Gordon Liew Wan Kong
12.	Immediate Past Division Director	Frances Goh Ching Yee
13.	Division Advisor	Wekie Tay Choon Huat, DTM
14.	Division Public Relations Manager	Diana Gloria d/o Terence Sangari
15.	Division Finance Manager	Celine Tan Seng Ying
16.	Division Administration Manager	Mark Steven Sevenshadow
17.	Division Trainer(s)	Eric Tan Shi Wei, DTM Ramanathan Selvam, DTM

	Director's Report for Division 中区总监报告
	L
	周爱娥 Nicole Zhou Aie
	Prepared on 呈报日期: 1 July 2023

 Club Base: 30

 Membership Payments Base: 605

1. Division Goals 中区目标

Critical Success Factors 关键性成功因素	Target 目标	Achievement to Date 达成目标日期 (预设/ 确定日期) [interim / final dates]
Division's overall goals 整体目标	No net reduction of total number of clubs	End June 2023
Targeted club growth 预设市场拓展目标	5%	End June 2024
Number of new clubs 新分会	2	Mar 2024
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term) 净增分会数目 (新分会减去终止会籍分会)	2	Mar 2024
Targeted membership payment growth (%) 预设会员缴费增长率目标	5%	Dec 2023
New and charter membership payments 新创分会会籍缴费	100%	End June 2024
Existing membership payments 现有会员缴费	80%	End June 2024
Targeted percentage of distinguished clubs 预设达到会长级卓越分会目标的分会 (百分比)	60%	End May 2024
Targeted percentage of distinguished areas 预设达到卓越分区目标的分区 (百分比)	80%	End May 2024

2. Clubs Growth Alert 市场拓展警示线

Potential leads 潜在新会员线索	50 prospects.
Potential club(s) closing 潜在即将停止会籍的分会（数量）	None

3. Action Plan to Achieve Division Goals 针对中区目标所拟定的执行计划


S/N	Action	To achieve this by: [interim / final dates]
1.	鼓励分会举办口才培训班 To encourage clubs to conduct Speechcraft Sessions.	End March 2024
2.	鼓励各分会举办会内演讲比赛 To encourage respective club to organize Speech Contest at club level.	End March 2024
3.	定期审核各分会和分区的卓越目标进程 To monitor respective DCP roadmap of clubs and Area Divisions.	End June 2024
4.	鼓励会员积极选择学习路径并开始会在例会呈现作业 To encourage members to register in respective Pathway and be active in speech presentation in chapter meetings.	End March 2024
5.	鼓励分会执委暨分区总监积极参加培训 To encourage Club Exco Members and Area Division Director to be actively participate in training programmes at Club and Division level.	End June 2024

4. Planned Division Activities [July 2023 – June 2024] 中区在本届任期策划的活动

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	执委培训(1) COT1	22/7/2023
2.	教育工作坊：筹办高素质比赛 Quality Programme Workshop: Conducting Quality Speech Contests	26/8/2023
3.	各分区幽默暨评论演讲比赛 Humorous and Evaluation Speech Contest at respective Area Division.	October2023
4.	L区幽默暨评论演讲比赛 L Division Humorous and Evaluation Speech Contest	4/11/2023
5.	LV区幽默暨评论演讲总决赛 Division L&V Humorous and Evaluation Speech Contest	11/11/2023
6.	L区区和谐日 Division L Harmony Day	24&25/12/2023
7.	执委培训 (2) COT2	13/1/2024
8.	L区新春团拜 Division L Lunar New Year Celebration Dinner	25/2/2024
9.	教育工作坊 Quality Programme Workshop	9/3/2024
10.	各分区备稿暨即席演讲比赛 International Speech and Table Topics Speech Contest at respective Area Division.	April and May 2024
11.	L区备稿暨即席演讲比赛 Division L International Speech and Table Topics Speech Contest.	4/5/2024
12.	LV区备稿暨即席演讲比赛 L&V Division International Speech & Table Topics Speech Contest.	19/5/2024
13.	L区目标达成日 Division L Achievers' Day	5/2024
14.	L区2023-2024全年新媒体拓展计划 Division L Social Media Growth Plan for Term 2023-2024	Jul 2023- Jun 2024

5. Division Council Members 中区执委团团员资料

S/N	Role	Name and TI Titles 姓名和荣衔
	Division (insert Division Alphabet) Director	
1.	Division L Director L区总监	周爱娥 Nicole Zhou Aie
2.	Area 1 Director L1分区总监	李文俊 Terry Lee Wuan Chun
3.	Area 2 Director L2分区总监	谢曼玉 Chia Buan Gek
4.	Area 3 Director L3分区总监	姜舒 Esther Jiang Shu
5.	Area 4 Director L4分区总监	韦扬 Wei Yang
6.	Area 5 Director L5分区总监	陆玉娥 Anna Lek Gek Ngoh
7.	Area 6 Director L6分区总监	陈宝莲 Chan Poh Lin
8.	Division Program Quality Director 教育培训助理总监	周福祥 Chu Fook Tiang
9.	Division Club Growth Director 市场拓展总监	陈庆贤 Aaron Ting
10.	Immediate Past Division Director 卸任中区总监	陈绍珠 Tracy Tan
11.	Division Advisor 中区顾问	林俊杰 Lim Jun Jie
12.	Division Public Relation Manager 公关助理总监	蔡顺喜 Chua Soon Hee
13.	Division Special Events Manager 特别项目助理总监	李艳萍 Lee Yim Pheng
14.	新媒体运营助理总监 Division Social Media Manager	陆瑛孜 Eva Lu Yingzi
15.	Division Finance Manager 财务长	杨波 Aaron Yang Bo
16.	Division Auditor 审计长	刘辉华 Liu Huihua
17.	Division Admin Manager 秘书	胡耀家 Woo Yew Kah
18.	Division Trainer 中区培训师/辅导员	张迎祥 Ging Siang Teo DTM

	Director's Report for Division (S)	
	Datta Gujjar, IP5	
	"Success with S!"	
	Prepared on: 10 th July 2023	

Club Base: 15

Membership Payments Base:

1. Division Goals

Division's overall goals		
Targeted club growth	0	July 2023
Number of new clubs	0	July 2023
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	0	July 2023
Targeted membership payment growth (%)	15%	June 2024
New and charter membership payments	0	July 2023
Existing membership payments		
Targeted percentage of distinguished clubs	50%	June 2024
Targeted percentage of distinguished areas	50%	July 2024

2. Clubs Growth Alert

Potential leads	Yet to identify
Potential club(s) closing	N/A

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	<p>Goal: Assist weaker Clubs to shore up membership to Charter Strength (20 pax) by June 2023.</p> <p>Action Plan: The Division CGD and Recruitment Chairs will guide the weaker Clubs in planning and conducting Speechcraft workshops (or equivalent activities) to attract and recruit new members. The Division Public Relations Manager will guide Clubs on best marketing and publicity practices to attract new members to the Clubs</p>	
2.	<p>Goal: To grow the total membership base by 10% (net growth).</p> <p>Action Plan: The Area Directors will work closely with the Division PQD, Division CGD, Recruitment Chair to ensure that Club meetings and activities are of high quality in order to attract new members. The Division Publicity Team will work on initiatives to promote Toastmasters to the public via traditional and social media channels.</p>	
3.	<p>Goal: To charter one new club for each of the five areas.</p> <p>Action Plan: The Division CGD Team will work with the District in identifying potential leads; and proceed to conduct demo meetings. Area Directors to work with the Clubs within</p>	


	their areas to support the new clubs.	
4.	<p>Goal: To create a sense of camaraderie in the Division S Family</p> <p>Action Plan: The Division will conduct bonding activities such as Movie Nights, Bowling, Outdoor Excursions etc. to allow members to know and interact with one another.</p>	
5.	<p>Goal: To celebrate Division S' 30 th Anniversary</p> <p>Action Plan: This will be a whole-of-Division effort to commemorate this important milestone in the history of Division S. All Clubs will be engaged in the conceptualisation and planning of this event. The Division will reach out to current and former members, as well as past Division S leaders, to celebrate this occasion.</p>	
6.		
7.		
8.		

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	Area Contest	March 2024
2.	Div Contest (IS, TT & ES)	April 2024
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division (S) Director	Datta Gujjar, IP5
2.	Area 1 Director	Tamilavel, VC3, DL1
3.	Area 2 Director	Lim Lay Beng, EC3, VC3, PI 1
4.	Area 3 Director	Tushar Khera, PM4, DL4
5.	Area 4 Director	Adeline Yeo, PM5, EC4
6.	Area 5 Director	
7.	Area 6 Director	
8.	Area 7 Director	
9.	Area 8 Director	
10.	Assistant Division Director Program Quality	
11.	Assistant Division Director Club Growth	
12.	Immediate Past Division Director	
13.	Division Advisor(s)	Chia Choon Kiat. DTM Wekie Tay, DTM
14.	Division Public Relation Manager	
15.	Division Finance Manager	
16.	Division Admin Manager	
17.	Division Trainer(s)	

	<h2>Director's Report for Division T</h2>
	<h3>Bharathiselvan Paramasivam</h3>
	<p>Go Digital</p>
	<p>Prepared on: 06-07-2023</p>

Club Base:

Membership Payments Base:

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	President's Distinguished Division	30 May 2024
Targeted club growth	2	30 May 2024
Number of new clubs	1	31 July 2023
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	2	30 May 2024
Targeted membership payment growth (%)	15%	30 May 2024
New and charter membership payments	15%	30 May 2024
Existing membership payments	50%	30 May 2024
Targeted percentage of distinguished clubs	80	30 May 2024
Targeted percentage of distinguished areas	100	30 May 2024

2. Clubs Growth Alert

Potential leads	3
Potential club(s) closing	0

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	Quarterly Training	July & Aug 2023
2.	Division Magazine - Quarterly	Sept & Dec 2023
3.	Website for Division T	Dec 2023
4.	Social Media presence	30 May 2024
5.	Digital Repository for Division	30 May 2024
6.	Achievers Day for Division	30 June 2024

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	COT 1	09-July-2023
2.	Area Council Meeting	Once Every 6 months
3.	Parliamentarian training / HS Tips & Tricks	Aug 2023
4.	HS/Evaluation Area contest (Tamil)	Sep 2023 – Oct 2023
5.	HS/Evaluation Division contest (Tamil)	29-October-2023
6.	COT2	07-Jan 2024
7.	Dissect LE /Ah counter /IS Tips & tricks	04-Feb 2024
8.	English Area contest	Feb 2024 – Mar 2024
9.	IS/TT Area contest (Tamil)	Feb 2024 – Mar 2024
10.	English Division Contest	April 2024
11.	IS/TT Division Contest (Tamil)	28 April 2024
12.	Achievers Day	23 June 2024

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division T Director	TM Bharathiselvan Paramasivam LD5
2.	Area 1 Director	TM Leela Rani Eagappan MS3
3.	Area 2 Director	TM Manickavasagam Chakravarthy PI2
4.	Area 3 Director	TM Michael Joseph Sahaya Prabu PM2
5.	Area 4 Director	TM Prabhakar Sundaramoorthy PM2
10.	Assistant Division Director Program Quality	TM Kethrabalan Mookkandi IP2
11.	Assistant Division Director Club Growth	TM Godwin Selvaraj PM3
12.	Immediate Past Division Director	TM SankaraNarayanan Palani EH2
13.	Division Advisor(s)	DTM Harikrishnan Muthusamy DTM Yeo Chai Tun
14.	Division Public Relation Team & IT Team	TM AR.Manikandan LD3 TM Giridhar Metikal CL TM Dayanidhi Selvaraj TM Mayil Vahanan Ramasamy LD1
15.	Division Finance Manager	TM Bharathiselvan Paramasivam LD5
16.	Division Magazine Team	TM Sowmyalakshmi Ramesh IP5 TM Radhika Ramalingam IP5 TM Akila Muthukumar PM4 DTM Vijayasudha Deenadayalan
17.	Division Trainer(s)	DTM Harikrishnan Muthusamy DTM Yeo Chai Tun TM Leela Rani Eagappan MS3 TM Manickavasagam Chakravarthy PI2 TM Michael Joseph Sahaya Prabu PM2 TM Prabhakar Sundaramoorthy PM2 TM Kamatchi Balamurugan EH2 TM Anbarasan Nagalingam EH1 DTM Bala Venkat

	Director's Report for Division U
	Narayan Ramachandran
	U are the key to Success
	Prepared on: 6-July 2023

Club Base:

Membership Payments Base:

1. Division Goals

Critical Success Factors	Target	Achievement to Date [interim / final dates]
Division's overall goals	President's Distinguished	20 June 2024
Targeted club growth	2	20 June 2024
Number of new clubs	2	20 June 2024
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	1	20 June 2024
Targeted membership payment growth (%)	5%	20 June 2024
New and charter membership payments	5%	20 June 2024
Existing membership payments	1,304	Current date
Targeted percentage of distinguished clubs	60% (12 out of 20 Clubs)	20 June 2024
Targeted percentage of distinguished areas	80% (16 out of 20 Clubs)	20 June 2024

2. Clubs Growth Alert

Potential leads	0
Potential club(s) closing	0

3. Action Plan to Achieve Division Goals

S/N	Action	To achieve this by: [interim / final dates]
1.	Hold bi-monthly meetings with ADs and all Council members to discuss area/club challenges and opportunities. Define action plans to address challenges. Share best known practices.	Once in 2 months
2.	Determine workshops needed by clubs/ areas with Program Quality Asst Director to better address what is needed by each Area/ Club to enable the team to achieve its goals	September 2023
3.	Define strategy with Club Growth Asst Director in cultivating leads to grow/ charter new Clubs	December 2023

4. Planned Division Activities [July 2023 – June 2024]

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	COT 2	31-Jan 2024
2.	Area Contests	Feb and Mar 2024
3.	Division contest	Apr 2024
4.	Training Workshops	Nov 2023 Jan and Apr 2024
5.	Division U Achiever's Day/ Night	June 2024

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division U Director	Narayan Ramachandran, VC5
2.	Area 1 Director	Silambarasan Parusappuli, LD3
3.	Area 2 Director	Abigail Tan, VC4
4.	Area 3 Director	Christine Siak, MS2
5.	Area 4 Director	Karthik Hari, PM4
6.	Assistant Division Director Program Quality	Sol Anonical, IP5
7.	Assistant Division Director Club Growth	Devashis Das, DTM
8.	Immediate Past Division Director	Elvira Castillo, PM4
9.	Division Advisor	Niza Khalil, DTM
10.	Division Public Relation Manager	Pardeep Kumar, PM1
11.	Division Finance Manager	Narayan Ramachandran, VC5
12.	Division Admin Manager	Saptarshi Bhattacharya, VC4
13.	Division Trainer(s)	Adeline Ng, PM5 Anirudh Dalmia, PM4

	Director's Report for Division 中区总监报告
	
	Daisy xuying 徐颖
	锐意创新 追求卓越
Prepared on 呈报日期: 10 July 2023	

Club Base: 28

Membership Payments Base: 528

1. Division Goals 中区目标

Critical Success Factors 关键性成功因素	Target 目标	Achievement to Date 达成目标日期（预设/ 确定日期） [interim / final dates]
Division's overall goals 整体目标	例如: No net reduction of total number of clubs	例如: June 2024
Targeted club growth 预设市场拓展目标	1	
Number of new clubs 新分会	1	
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term) 净增分会数目（新分会减去终止会籍分会）	1	
Targeted membership payment growth (%) 预设会员缴费增长率目标	10%	
New and charter membership payments 新创分会会籍缴费	20人	

Existing membership payments 现有会员缴费	528	
Targeted percentage of distinguished clubs 预设达到会长级卓越分会目标的分会（百分比）	60%	
Targeted percentage of distinguished areas 预设达到卓越分区目标的分区（百分比）	90%	

2. Clubs Growth Alert 市场拓展警示线

Potential leads 潜在新会员线索	80
Potential club(s) closing 潜在即将停止会籍的分会（数量）	4

3. Action Plan to Achieve Division Goals 针对中区目标所拟定的执行计划


S/N	Action	To achieve this by: [interim / final dates]
1.	鼓励同心, 金文泰, 威双语, 爱龄讲演会举办口才班	Aug 2023
2.	协助爱龄, 金文泰, 威双语分会找例会场所 希望80区域给与协助	Aug 2023
3.		
4.		
5.		

4. Planned Division Activities [July 2023 – June 2024] 中区在本届任期策划的活动

S/N	Activities (e.g. COT, contests, workshops, bonding activities)	Tentative Dates
1.	执委培训(1) COT1	22 July 2023
2.	教育工作坊	Aug 2023
3.	各分区幽默暨评论演讲比赛 Humorous and Evaluation Speech Contest at respective Area Division.	Sep 2023
4.	V区幽默暨评论演讲比赛 V Division Humorous and Evaluation Speech Contest	Sep/Oct 2023
5.	LV区幽默暨评论演讲总决赛 Division L&V Humorous and Evaluation Speech Contest	Nov 2023
6.	v 区和谐日 Division L Harmony Day	18 Nov 2023
7.	主持人大赛	19 Nov 2023
8.	V 区特别节目	Dec 2023
9.	执委培训 (2) COT2	13 Jan 2024
10.	分会及分区备稿暨即席比赛	Mar / Apr 2024
11.	V 区备稿暨即席比赛	05 May 2024
12.	v 区目标达成日	04 May 2024
13.	L、v 区备稿暨即席总决赛	26 May 2024
14.	完成年刊	15 Jun 2024
15.	星光璀璨庆丰收交接仪式	30 Jun 2024

5. Division Council Members 中区执委团团员资料

S/N	Role	Name and TI Titles 姓名和荣衔
	Division (insert Division Alphabet) Director	
1.	Division V Director V区总监	Daisy xuying DTM
2.	Area V1 Director V1分区总监	Wang xiao pei PM2
3.	Area V2 Director V2分区总监	Lu Jun Hao PM5
4.	Area V3 Director V3分区总监	Toh Irene TC 5
5.	Area V4 Director V4分区总监	Li Meini
6.	Area V5 Director V5分区总监	Tan Choon Chye PM5
7.	Area V6 Director V6分区总监	Tan siew Eng EC5 TC2
8.	Division Program Quality Director 教育培训助理总监	Philip Wong DTM
9.	Division Club Growth Director 市场拓展总监	Ling chye seng PM5
10.	Immediate Past Division Director 卸任中区总监	Kelvin Toh DTM
11.	Division Advisor 中区顾问	Kelvin Toh DTM Adeline Tang DTM Chiu Soon Seng DTM
12.	Division Public Relation Manager 公关助理总监	Emily Cui
13.	Division Special Events Manager 特别项目助理总监	Yaya Wang DTM
14.	新媒体运营助理总监 Division Social Media Manager	Roy Yap PM5 EH5
15.	Division Finance Manager 财务长	Li Yahui DTM
16.	Division Auditor 审计长	
17.	Division Admin Manager 秘书	Chen Run Fei PM4
18.	Division Trainer 中区培训师/辅导员	

	Director's Report for Division (insert Division alphabet)
	Z
	Jonathan Tan Xin En
	Do what we need to, then #chillZ and #FunZ together
Prepared on: 11/7/2023	

Club Base:

Membership Payments Base:

1. Division Goals

Critical Success Factors	Targets
Division's overall goals	President's Distinguished Division (CG +1 net, 11 Clubs Distinguished)
Targeted club growth	2 clubs
Number of new clubs	2 clubs
Net growth of clubs (no. of new clubs minus no. of clubs that had ceased operating during the term)	1 to 2 clubs
Targeted membership payment growth (%)	20% (+100 new organic members x2)
New and charter membership payments	15% (+280) [(+100 new organice members & 40 Charter members) x2]
Existing membership payments	100%
Targeted percentage of distinguished clubs	100% (+3 net members + 5 DCP points) or (20 members & 5 DCP points)
Targeted percentage of distinguished areas	100% (Z1,Z2,Z3 – 2 distinguished club) (Z4,Z5 – 3 distinguished club)

2. Clubs Growth Alert

Potential leads	Fernvale CC, SUSS, Royal Carribean
Potential club(s) closing	nil

3. Action Plan to Achieve Division Goals

S/N	Action	To Achieve this by:
1.	TBA	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

4. Planned Division Activities [July 2022 – June 2023]

S/N	Activities (e.g COT, contests, workshop, bonding activities)	Tentative Dates
1.	COT 1 Make-up 2	28 th /29 th /30 th Aug 2023
2.	Area Z1 to Z5 Evaluation + Table Topics Contest	Sept – Oct
3.	Division Z Evaluation + Table Topics Contest	21 st Oct 2023
4.	COT 2	Tentative date
5.	Area Z1 to Z5 International Speech Contest	March – April
6.	Division Z International Speech Contest	20 th April 2024
7.	Achiever's Day	22 nd Jun 2023

5. Division Council Members

S/N	Role	Name and TI Titles
1.	Division Z Director	Jonathan Tan Xin En
2.	Area 1 Director	Tay Zan Jun
3.	Area 2 Director	Kim ByungGyun
4.	Area 3 Director	Joseph Tan Soon Meng
5.	Area 4 Director	Yeo Eng Hou
6.	Area 5 Director	Tan Meng Cheng
10.	Assistant Division Director	George
11.	Assistant Division Director	Michael
12.	Immediate Past Division Director	Sharon Kam
13.	Division Advisor(s)	Wekie Tay Saddiqi
14.	Division Public Relation Manager	Cheryl Goh (Marketing) Chuang Xiang (Website Manager) Vaughn (Web-Master)
15.	Division Finance Manager	Pranav. P
16.	Division Admin Manager	Nandana Menon Rajeev
17.	Division Trainer	Wekie

Notes:



DISTRICT 80
SINGAPORE