



Area Director Monthly Tips

June

- Attend Mandatory District Officer Training and District Executive Council (DEC) meeting.
- Read [District Leader Handbook](#).
- Review [Distinguished Area Requirements](#).
- Contact [current Area Director\(s\)](#) to learn about their experiences and the clubs. (Get club officers lists from them or your [Division Director](#) as [District Central](#) will not be available yet.)
- If possible, get introduced to your clubs through the current AD(s) for the club.

July

- Attend Mandatory District Officer Training and DEC meeting, and Leadership Luncheon and Officer Installation
- Introduce yourself to the officers of clubs in your Area.
- Make sure clubs submitted officer lists in June and check to ensure that clubs have 7 unique officers.
- Organize and visit the clubs in your Area offering to install the new club officers.
- Review the [Area Director Club Visit Report](#) and the [Serving Clubs Through Visits Book](#).
- Plan for your 1st Area Council Meeting. (Refer to the [sample meeting agenda and minutes](#) for ideas.)
- Promote [Club Officer Trainings](#) (COTs).
- Promote Toastmasters Leadership Institutes (TLIs).
- Promote any District Recognition Programs in your Area.
- Discuss starting a new club in your Area with your [Division Director](#) and [Club Growth Director](#).
- Review last year's [DCP data](#) for your clubs and plan your year help clubs succeed.
- Remind club officers that August is the last month to attend a [COT](#), check to see if [training reports](#) are up to date and if corrections are needed.

August

- Have you visited all clubs in your Area yet?
- Promote [COTs and TLIs](#).
- Remind club officers that August is the last opportunity to attend a [COT](#), check to see if [training reports](#) are up to date and if corrections are needed.
- Promote any District Recognition Programs in your Area.
- Remind clubs that Smedley Award [Membership Building Contest](#) begins (1st August through end of September).
- Discuss the [Distinguished Club Program \(DCP\) and Club Success Plan \(CSP\)](#) with the club officers in your Area.



- Complete your [Area Director Club Visit Reports](#) online after visiting each club. Request Coaches for “red clubs” with 12 or fewer members.
- If you haven't already, hold your Area Council Meeting and submit [minutes](#) to [District Administration Manager](#).
- Ensure clubs in your Area are planning or have already held their club contest (Evaluation and Humorous Speech).
- Begin Planning (if you haven't already) for your [Area Contest](#).
- Remind club officers about dues renewals in September and encourage them to send invoices to their members.
- Discuss starting a new club in your Area with your [Division Director](#) and [Club Growth Director](#).

September

- Visit the clubs in your Area and submit a [Club Visit Report](#) online.
- Hold your [Area Contest](#).
- Remind clubs that dues renewals are due by end of September.
- Promote District Recognition Programs.
- Remind clubs that Smedley Award [Membership Building Contest](#) ends.
- Inform your [Division Director](#) and [Club Growth Director](#) if any clubs are not renewing a majority of their members.
- Attend 2nd DEC meeting.
- Promote [Division Director](#) to be held in October.

October

- Monitor DCP status of your club on [Dashboard](#).
- Follow up with clubs that have not renewed all their members.
- Promote and attend [Division Contest](#).
- Discuss starting a new club in your Area with your [Division Director](#) and [Club Growth Director](#).
- Promote [District Conference](#) to be held in November.
- Remind Clubs to send in [proxy](#) if they are unable to attend the Business Meeting in November.

November

- Monitor DCP status of your club on [Dashboard](#).
- Promote and attend the [District Conference](#).
- November 30th is the Toastmasters International (TI) deadline for submitting your [Club Visit Reports](#) for [Distinguished Area](#) Status.
- Remind clubs that elect officers semi-annually to begin planning for and hold new officer elections.



December

- Remind clubs to submit officer lists (where appropriate) to World Headquarters before the end of the month.
- Promote [Club Officer Trainings](#) (COTs) in December-February. (All club officers have to be trained twice per year.)
- Monitor DCP status of your club on [Dashboard](#).
- Have you started a new club in your Area yet?

January

- Organize and visit the clubs in your Area offering to install the new club officers.
- Promote [Club Officer Trainings](#) (COTs).
- Promote [Toastmasters Leadership Institutes](#) (TLIs).
- Monitor DCP status of your club on [Dashboard](#).
- Promote club contests in February.
- Review the [Area Director Club Visit Report](#) and the [Serving Clubs Through Visits](#) Book.
- Plan for your Area Council Meeting.
- Promote any District Recognition Programs in your Area.
- Attend 3rd DEC meeting.

February

- Promote [Club Officer Trainings](#) (COTs). Remind officers that February is the last opportunity to attend.
- Promote [Toastmasters Leadership Institutes](#) (TLIs).
- If you haven't already, complete your club visits and submit your [Area Director Club Visit Reports](#).
- If you haven't already, hold your Area Council Meeting and submit [minutes](#) to [District Administration Manager](#).
- Ensure your clubs have or are planning to hold their club contests.
- Promote any District Recognition Programs in your Area.
- Monitor DCP status of your club on [Dashboard](#).
- Remind clubs that the Talk Up Toastmasters [Membership Building Contest](#) begins Feb 1st.
- Remind club that they should start collecting dues in March.
- Identify your successor (as Area Director) and ask them to be your Area Contest Chair.
- Find a venue and begin planning for your [Area contest](#); promote ASAP.
- Have you started a new club yet?

March

- Remind clubs to start collecting member dues and submit by March 31st.
- Promote District membership building programs.



- Inform your [Division Director](#) and [Club Growth Director](#) if any clubs are not renewing a majority of their members.
- Discuss starting a new club in your Area with your [Division Director](#) and [Club Growth Director](#)
- Attend 4th DEC meeting.
- Promote and host [Area contest](#).
- Promote [Division Contest](#) to be held in April and at Area contest.

April

- Monitor DCP status of your club on [Dashboard](#).
- Visit clubs if you haven't already.
- Promote and attend the [Division Contest](#).
- Follow up with clubs that have not renewed all their members.
- Promote [District Conference](#) to be held in May.
- Remind Clubs to send in [proxy](#) if they are unable to attend the Business Meeting in May.

May

- May 31st is the last day to submit club visit reports to World Headquarters.
- Remind clubs to elect new officers in May/June.
- Promote and attend the [District Conference](#).
- Remind clubs in your area that the Beat the Clock [Membership Building contest](#) begins on the 1st May.
- Monitor DCP status of your club on [Dashboard](#).

June

- Ensure clubs have held elections and submitted the new Club Officer list to World Headquarters.
- Ensure clubs have also sent a list of new officers to the incoming [Division Director](#) (so that your successor has their contact details).
- Remind clubs in your area that the Beat the Clock [Membership Building contest](#) finishes on the 30th June.
- Attend final DEC meeting.
- Introduce your successor to their Clubs.

July

- Attend Leadership Luncheon to celebrate your year as AD!