



D112 Area Director Guide

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Table of Contents

Audience.....	4
Tips and suggestions.....	4
Email.....	4
Toastmasters International (TMI) Websites.....	4
Current Area (AD) Director.....	5
Incoming Area Director.....	5
Suggested best practice for preparing a Club Visit Report.....	6
Foreword.....	7
Thanks.....	7
How do I submit an Area Director Visit Report to Toastmasters International?.....	8
How could I persuade someone to become my successor?.....	10
How could I introduce myself to my clubs?.....	12
Official Club Visits.....	13
How could I help address some concerns / questions that a club may have? I would suggest the following email template feel free to copy and paste.....	13
What does a completed one look like?.....	15

Changelog

Version	Date(s) (ISO 8601)	Note(s)
1.0.0	2023-09-22 & 2023-09-25 / 2023-09-26	Initial public release on the district website (d112tm.org.nz) following feedback from James Hippolite and additional refinements upon further thought / considerations brought to my attention.
0.1.2	2023-09-19	Add additional references under "Tips and suggestions".
0.1.1	2023-09-16	Additional minor formatting changes.
0.1.0	2023-07-04	Implement James Hippolite's feedback. Increase margins to 0.30cm. Formatting changes.
0.0.4	2023-07-04	Add introduction email body template and lightly modify since prior publication. Relocate changelog. Update Audience reference. Further formalize forward. Further spelling check pass and expand on DCP / VPE. Font correction.
0.0.3	2023-05-26	Rename title to improve clarity. Add Robert's detailed feedback from two emails dated 2023-05-14. Reduce the size of headers from 18pt to 12pt and text body from 12pt to 8.5pt. Change how the district 112 Administration Manager details are shown. Reduce "Position and Spacing"; Aligned (2.28 cm -> 0.05 cm), Tab stop at (2.92 cm -> 0), Indent at (2.92 cm -> 0.05 cm) Numbering followed by: Nothing Re-format club and AD emails in addition to overall document layout.
0.0.2	2023-05-10	Add contact details for District Administration Manager and prompt to CC other party.
0.0.1	2023-05-09	Minor grammatical tweaks. Add version # to header. Make email body more universal. Add suggestion regarding Club Visit Reports.
0.0.0	2023-05-08	Created document.

Audience

Current, Incoming and Potential Area Directors (ADs).

Tips and suggestions

Email

- To contact an individual Officer (Sgt At Arms, Treasurer, President, etc) of a club without having to first download the "Area Club Officer Report" and deal with one's personal email, the following should work; [three letter shorthand / title depending on the role]-[clubNumber without any leading zero's]@toastmastersclubs.org e.g the president for club XXX would be president-XXX@toastmastersclubs.org.

NOTE: The above may only work for clubs that have an active FreeToastHost page.

Short hand (if listed) -> Role

- Vpe -> Vice President Education
 - vpm -> Vice President Membership
 - vppr -> Vice President Public Relations
 - secretary
 - treasurer
 - saa -> Sgt At Arms
 - ipp -> Immediate Past President
 - officers -> sends to all of the above.
 - admin -> Webmaster
- It would be worth considering the following;
 - Focus on information density vs speed to help reduce the amount of emails you will be sending out.
 - If a District email address (e.g. *@d112t.org.nz) is included within any of the addressable fields and you also wish to use BBC;
 - you are likely to receive an email stating that it has not been sent due to the use of BCC.
 - Official aliases for your role (the current format is; ad[Division][Area]@d112tm.org.nz, e.g. in my case adl1@d112tm.org.nz) and club email lists (which will send a message to all duly appointed officers of the club) can be found under Links for Members -> Find A Club (<https://d112tm.org.nz/district-directory/>).
 - Group email lists, can be quickly accessed via Home -> District Officers / Information for District Officers -> Resources for District Leaders / Resources For District Officers (<https://d112tm.org.nz/district-officer-index/resources-for-district-officers/>)
 - If / When addressing more than one party, include within the body a clear indication for each party concerned e.g.
Attention VPE's

.....

Toastmasters International (TMI) Websites

- Access, <https://www.toastmasters.org/Find-A-Club?advanced=1> and download a copy.
NOTE: You will need to login with your Toastmasters International (TMI) login.
- <https://dashboards.toastmasters.org>, if you wish to go directly to a club's page the format would be [https://dashboards.toastmasters.org/ClubReport.aspx?id=\[clubNumber\]](https://dashboards.toastmasters.org/ClubReport.aspx?id=[clubNumber]), totalling eight digits with any appended zero's included]

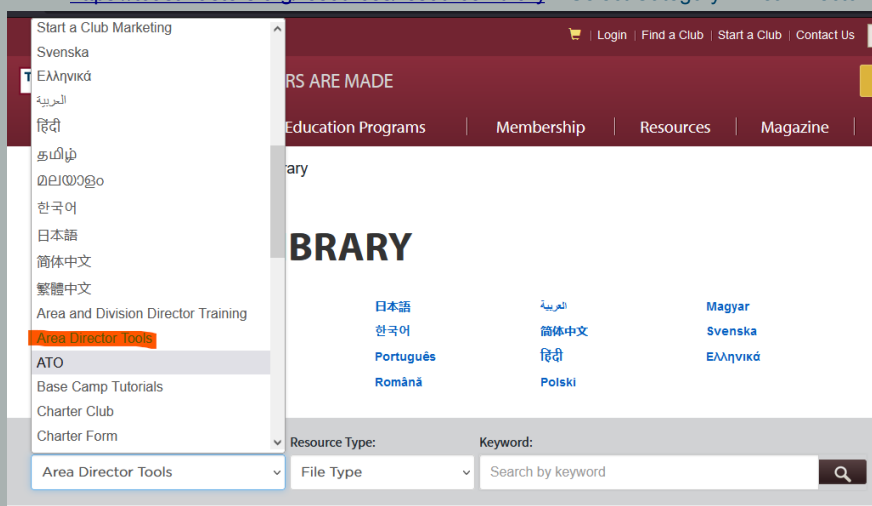
- My Home -> "District Central" -> "Resources and Reports" -> Reports -> "Area Club Officer Report" & "Area Membership Report".

Current Area (AD) Director

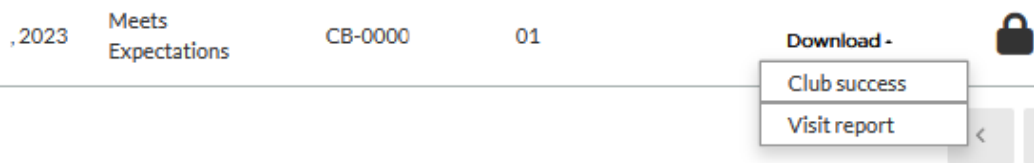
- Email/Send your successor any completed Official Club Visit Reports. If possible in advance of them taking office (if known).
- Ask your current club contacts if they would be willing to stay on. If yes, ideally pass their contact details onto your successor (again, if known).
- After a club's Annual Business Meeting, get the contact details of the incoming president and pass them onto your successor (once again, if known). Another option would be the "Area Club Officer" report outlined above.

Incoming Area Director

- Build rapport with your District Director in addition to your fellow; Area Directors, Division Director and the wider Toastmasters community.
- If at all possible, unofficially visit / reach out to the clubs within your area prior to your term; either ideally as a general Toastmaster or with the support of your predecessor / Division Director. This may help put the club at ease, by showing them
- TI has some excellent resources about being an effective AD for example – <https://toastmasters.org/resources/resource-library> – Select Category: "Area Director Tools"



- It has been suggested that ADs (and most club presidents) need to be familiar with "How to rebuild a Toastmasters Club" - toastmasters.org/resources/how-to-rebuild-a-toastmasters-club. Another related suggestion is that, the successful club programme is well worth promoting to clubs. As an Area Director it has also been suggested that once should be very familiar with the resources available on Toastmasters International (TMI).



- With regards to the club visit process, it is suggested to send the club an email from the "TI Find a Club portal" and see how long it takes to receive. It is also suggested do this from the club website/contact page to check the initial impressions provided by said club.
- Double check with your Club Contact(s) (traditionally the club President) once the report has been completed to confirm receipt. If it has not, to the left of the far right lock icon there should be an item titled "Download" with a small arrow on the right.

PLEASE NOTE: The downloaded PDF report will contain the “Club Concerns” section, thus I would suggest opening and redacting / removing that section before transmission.

- It would be useful to consider completing the AD Report with the club president (and VPE – Vice President Education) on zoom. When going through the report it helps the club (and their executive officers) understand their performance better. Although it may take more time, several club presidents have anodically commented that it is a great way to conclude the report.
- AD / Club Officer Training (COT), is especially vital to first time role holders. For clubs, it is not just about getting a tick in the Distinguished Club Program (DCP) box, it is about having a trained and committed committee. You can't do a role very well unless you have good foundational knowledge or are made aware of potentially less obvious pitfalls ahead of time and if a committee member can't be bothered to attend COT, perhaps they should not be on the committee.
- A large part of being an AD is effectively running contests. It is important having the clubs actively involved in running area contests and provide contest officials and judges if appropriate for a couple of reasons:
 - It helps members to appreciate that they are a part of a wider organisation of like minded individuals.
 - It provides an indirect opportunity to network, both personally and professionally.
 - The member is able to gain and train easily transferable skills that they may not be able to do so depending on size of the club. A couple of examples:
 - Being a timer is a great way to improve one's time management and the only major difference between a meeting and contest context is that the role holder is able to notify speakers if they go over time during a club meeting.
 - Being a contest chair uses the same core skill set as a meeting's Toastmaster, i.e adaptability or being to able know when it might be a good time to inject one's personal style vs following a script.

Suggested best practice for preparing a Club Visit Report

- Print a blank form to take with you on the visit.
- Write responses on the blank form during the visit.
- ASAP, once at home, type the answers in a Word document. Then; edit for consistency and make it perfect.
- Copy/paste if relevant between sections and between other club reports.
- Go to the website and then copy/paste answers from the Word document into online form located on TMI under District Central. When / If the website glitches, you would have not lost any work.
- Save between each page and upon reaching the end, take a few moments for review prior to submission.

Foreword

This guide is primarily written with the aim of helping the Audience in several ways.

- A guide to help incoming AD how to create and submit bi-annual Official Club Visit reports.
- Provide several template email bodies.
- A example club report and associated email, designed to assist prospective ADs with making their decision to stand for office.

While it was initially written from a Region 12, District 112 (New Zealand - North) prospective, most of the core concepts should hopefully be transferable to other Districts/Areas.

I wish all of my fellow ADs (both within Districts 112 & 72 in addition to international; past, present and future) a successful and enjoyable year, with many more to come.

If you have any feedback, there are a couple of options.

District 112 (NZ, North Island): Contact the Administration Manager at, admin@d112tm.org.nz.

Club level

As I am a member of the following clubs please send them an email.

Auckland West (M1), aucklandwest@d112tm.org.nz

Eco City (L1), ecocity@d112tm.org.nz

Area Directorships

2022 – 2023: M1, adm1@d112tm.org.nz

2023 – 2024: L1, adl1@d112tm.org.nz

Either way I would request that you CC the other party and also include in your subject line a clear indication that the email relates to this document e.g. "A couple of suggestions for the Area Director Guide. Attention: James Edley / District 112 Administration Manager"

Thanks

I could not have created this document without the support of; Robert McLaren (M4 AD, 2022 – 2023), Margot Burton (M2 AD, 2022 – 2023) and James Hippolite, DTM (2022 – 2023: District 112 Program Quality Director & 2023 – 2024 District 112 Director).

Kind regards,
James Edley

How do I submit an Area Director Visit Report to Toastmasters International?

The screenshots and probably overly descriptive steps are not indented to be condescending but rather helpfully descriptive (probably to went too far). Upon logging into toastmasters.org (TMI).

Step 1 Click on "Welcome, [First name]" which should open a drop down box. Then select "My Home"



Step 2 Navigate down to "Leadership Central" (roughly about half way, located between both "My Education and Achievements" and "From the Organization to You") and click on "District Central".

Step 3 "District Management" -> "Area Director Club Visit Reports"



Step 4 Under "Create a New Report", there should be a box titled "Select a Club" with a "Create" button located at the far right end of it.

Step 5 Upon clicking on the box, a list of all the clubs in your should appear.

Step 6 Select the desired club and then hit "Create".

Step 7 A pop-up should then appear in the middle of your screen titled "Create a New Report" containing a box with the header "Select Visit Date" and a calendar icon on the far right.

Step 8 Upon selecting / typing your chosen date (e.g 04/02/2023). then click on the bottom centre "Create Report" button. (A word of warning, during page load it sends out the email notifying VPE and President of your visit, ask me now I know :-))

Step 9 Once the page has loaded, it should hopefully look something similar to the following. If everything looks as expected then click on the bottom left

button titled "Review and Confirm".


Home / My Toastmasters / Profile / District Central / Area Director Visit Reports / Club Visit Report

AREA DIRECTOR VISIT REPORTS

Club Name:
Club ID: CB-0000
Area ID:
Division ID:
District ID:

Overview Meeting Observation Club Experience Club Support Club Concerns Review and Submit

Overview

 **Update Area Visit Reports**
The Area Visit Reports should take about 30 minutes!

Before starting your Area Director Visit Report, please ensure the below information is accurate.

Club Name :
Club Number :
Area :
Division :
District :
Round Number :
Visit Conducted By :
Visit Conducted On :
Report Start Date :

Review and Confirm

Step 10 Once you get to the "Review and Submit" section, click on the far bottom right button labelled "Submit Report" which will lock it for editing and send a text copy to;

- Both the VPE and President (apparently might be buggy), minus the "Club Concerns" section.
- Yourself, Division and Club Growth Directors

Then repeat steps 6 through to 9 until done with all your clubs. Hope this helps and best of luck.

TOASTMASTERS INTERNATIONAL

Welcome, James | Find a Club | Start a Club | Contact Us | Search

About | Education Programs | Membership | Resources | Magazine | Events | Shop

Home / My Toastmasters / Profile / District Central / Area Director Visit Reports / Club Visit Report

AREA DIRECTOR VISIT REPORTS

Club Name:
Club ID: CB-0000
Area ID:
Division ID:
District ID:

Overview Meeting Observation Club Experience Club Support Club Concerns Review and Submit

Review and Submit your Area Director Visit Report

Review the below, make any necessary edits and submit.
Expand each section to review details.
Current date (What will be listed as the Area Visit Report last update after you submit):
Calculated Area Director Visit Report Rating: Exceeds Expectation

Expand All Collapse All

1. Overview
2. Meeting Observation
3. Club Experience
4. Club Support
5. Club Concerns

Back to Club Concerns **Submit Report**

How could I persuade someone to become my successor?

I would suggest writing something similar to the following (feel free to copy and paste)

Hi Name,

In the interest of providing a deeper level of context regarding the role of Area Director, please find included;

A leadership tree

```
International (TMI, toastmasters.org)
|
V
Region 12
|
V
District 112 (d112tm.org.nz)
|
V
Division Z
|
V
Area 01 (Area Director, John Smith, adz1@d112tm.org.nz)
|           |
V           V
Club Moo    Club Milk
001, Community  002, Corporate
```

A very brief timeline of my time as Area Director (AD) during the last [time frame].

....All the while staying in touch with clubs via regular email/phone/informal social club visits.

A redacted Club Visit report.

Club Visit report

Please find attached an example club report.

As a polite reminder/heads up never hurts;

>Club Concerns

>Overview

>The section you're about to complete will allow you to note any concerns identified regarding member-to-member relationships or any club officer(s).

>The information outlined in this section will be excluded from the report provided to the club, but will be viewable by the Area, Division, and District.

Said section has been redacted/removed from the included email report.

A brief list of official responsibilities.

Official responsibilities (The Division/District Directors are more than welcome to correct me).

- Be in regular contact with clubs (currently working to get the official email added to each club's agenda distribution list to provide another method to stay informed when an email/phone call may not be suitable; to use a completely "random" example: contest season(s)), ideally via a contact point (typically the President or another executive committee member).

- 2x semi-annual official visit per club and associated report.

- Ideally, host at least one Area Council meeting at some point in the year.

I wish to point out both current and incoming Division/District Directors (BCC'd as a courtesy).

Division X Director(s)

Current: [Placeholder]

Nomination(s): [Placeholder]

District # Director(s)

Current: [Placeholder]

Nomination(s): [Placeholder]

- The district website (e.g. d112tm.org.nz) is an invaluable resource (if you do not know where to find your district website, I suggest that you search for "Toastmasters District [Your Country]"), in

particular:

- District directory / Find a club

- The calendar (if supported)

- The group email lists, which can be quickly accessed via Home -> District Officers / Information for District Officers -> Resources for District Leaders / Resources For District Officers (<https://d112tm.org.nz/district-officer-index/resources-for-district-officers/>) (might only be applicable to District 112):

- The club email lists, which can be quickly accessed via Links for Members -> Find A Club (<https://d112tm.org.nz/district-directory/>)

Stepping in as the X# AD has not doubt massively helped my improve my time management and speaking skills while introducing/giving me a more in depth understanding/appreciation of both my fellow Toastmasters and "discretion is the better act of valor".

How could I introduce myself to my clubs?

Welcome my fellow club officer Toastmasters,

I am honoured to serve as your Area Director for [YEAR e.g 2023 - 2024] and look forward to working with you.

A couple items of business:

- I suggest that you become familiar with the District website (e.g. for Region 12, District 112, New Zealand North this would be d112tm.org.nz) and in particular the calendar.

- Around the 26th of every month there is a zoom based "Pathways Onboarding Workshop" from 19:00 / 7pm -> 20:30 / 8:30pm which should be helpful to all members of your club.

- There are four days of Club Officer Training (COT) coming up in July. It preferred that at least one session is attended.

These are open to all club members, thus I would suggest considering inviting prospective club officers to attend as well so that they may become more comfortable.

- I wish to also refer to the District calendar for details on several up coming events such as:

- Division / Area council meetings, which are a great opportunity to catch up with both fellow members of the clubs in your area and your Area Director / Division Director who wish to see you succeed.

- Area Contest details for this round of Humorous and Table Topics. Ideally Club Contests are to be held at least two weeks prior to the Area Contest.

I would also suggest considering having / planning your clubs contests ahead of time rather than leaving it about three weeks before the Area contest.

- Other District events (e.g. Council meetings, the Awards Night in September, the Conference / Contest)

Kind regards,

[NAME]

Official Club Visits

How could I help address some concerns / questions that a club may have?

I would suggest the following email template feel free to copy and paste.

Good evening / morning / afternoon Office (e.g. Presidents) of Area #,
I have a few notices.....

- The season for Official club visit's upon us.

With the goal of making this as painless as possible;

- I have included the questions below.

- I would heavily suggest completing the Club Success plan (which can be found under Club Central) and would be more than happy to assist if desired.

- I am open to completing the visit in what ever form is most suitable.

- More than happy to review it with any interested officers / club members (minus out the "Club Concerns" section) prior to official submission.

- Please do let me know if you do not receive an email (as happened to me last year for some unknown reason) with the report included as I would be more than happy to download and provide you with a copy of the PDF.

The sooner the better as it then gives District more time to review it and then more easily allocate resources as requested.

If there is anything I can do to help, do not hesitate to reach out.

Hope you have a great week.

Club Visit Questions

Meeting Observation

How well did the club exemplify the qualities of First Impressions? - Rating & Comments

Were elements of Membership Orientation present during the meeting? - Yes / No

How well did the club apply these qualities? - Rating

How well did the club apply the qualities of Fellowship, Variety, and Communication? - Rating

How well did the club apply the qualities of Program Planning and Meeting Organization? - Rating & Comments

How well did the club apply the qualities of Membership Strength? - Rating & Comments

How well did the club apply the qualities of Achievement Recognition? - Rating

Club Experience

How well did the club adhere to its meeting agenda, including the start and end times specified for the meeting? - Rating

Is the club's meeting information on "Find a Club" out-of-date? - Yes / No

Did you express the importance of having their meeting information up to date? - Yes / No

Overall, how would you rate this club meeting? - Rating & Comments

Club Support

How well has the club defined and adhered to the educational goals of its Club Success Plan? - Rating

How well has the club defined and adhered to the membership goals of its Club Success Plan? - Rating & Comments

How well has the club defined and adhered to the training goals of its Club Success Plan? - Rating & Comments

How well has the club defined and adhered to the administration goals of its Club Success Plan? - Rating & Comments

Are there any additional goals which have been set by the club? - Yes / No

What are the club's top goals or milestones to achieve during the next six months, or before the next Area Director club visit? -
Comments

Does the club have any events planned? - Yes, Comments / No

Are there any members interested in serving as future club officers or District leaders? - Tick boxes / No

Please list any specific challenges or areas of additional support that the club needs from the District or Area Director which have not
already been stated. - Comments

Kind regards,

[Name]



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Wh
doc

completed one look like?

Below, you will find the summary of a recent Area Director visit conducted in your District.
Please review the report and determine if any additional support is needed.

Club Name:
Club Number: CB-0000
Area:
Division:
District:
Round Number:
Visit Conducted By: [Member ID of AD]
Visit Conducted On:
Report Start Date:

Summary

Score: Meets Expectations

Meeting Observation

Score: Great

How well did the club exemplify the qualities of First Impressions?

Rating: Exceeds Expectations

Comments: I would like to recommend that the club banner being placed outside with a higher frequency.

Per the discussion with CLUB OFFICER, additional windows advertisements and locations are being evaluated which is a great idea.

Were elements of Membership Orientation present during the meeting?

Yes

How well did the club apply these qualities?

Rating: Exceeds Expectations

How well did the club apply the qualities of Fellowship, Variety, and Communication?

Rating: Far Exceeds Expectations

How well did the club apply the qualities of Program Planning and Meeting Organization?

Rating: Exceeds Expectations

Comments: If known ahead of time and practical, I would suggest providing speech details on the agenda so that all members can more easily digest a speech.

How well did the club apply the qualities of Membership Strength?

Rating: Exceeds Expectations

Comments: It would be great to increase consistency and visibility of asking guests if they wish to participate in / the right to pass a table topic either prior to Tables Topics or while being called.

I might have missed asking the guest prior to Table Topics.

How well did the club apply the qualities of Achievement Recognition?

Rating: Exceeds Expectations

Club Experience

Score: Exceptional

How well did the club adhere to its meeting agenda, including the start and end times specified for the meeting?

Rating: Exceeds Expectations

Is the club's meeting information on "Find a Club" out-of-date?

Yes

Did you express the importance of having their meeting information up to date?

Yes

Overall, how would you rate this club meeting?

Rating: Far Exceeds Expectations

Comments: Please see the recommendation regarding;

guests and Table Topics - Meeting Observation - How well did the club apply the qualities of Program Planning and Meeting Organization?

Club Support

Score: Below Expectations

How well has the club defined and adhered to the educational goals of its Club Success Plan?

Rating: Meets Expectations

How well has the club defined and adhered to the membership goals of its Club Success Plan?

Rating: Meets Expectations

Comments: Submission of the club success plan is ongoing. It would not be fair to be extremely negative and I would be more than happy to assist the club executive if needed.

How well has the club defined and adhered to the training goals of its Club Success Plan?

Rating: Meets Expectations

Comments: Please see previous comment.

How well has the club defined and adhered to the administration goals of its Club Success Plan?

Rating: Meets Expectations

Comments: Please see previous comment.

Are there any additional goals which have been set by the club?

No

What are the club's top goals or milestones to achieve during the next six months, or before the next Area Director club visit?

Further increasing club membership is always a good goal to have, happy to see a positive start.

Does the club have any events planned?

No

Are there any members interested in serving as future club officers or District leaders?

No

Please list any specific challenges or areas of additional support that the club needs from the District or Area Director which have not already been stated.

None off the top of my head at this moment in time.