

Area Director Club Visit Etiquette & Visit Incentives

- Before visiting a club, reach out to the club President and VP of Education asking if you may visit.
 - There are times when a club does not want guest present. For example, if they are holding a 'Moments of Truth' or holding elections.
- Make sure clubs are aware of when you would like to do your official visit. Also ask the club President and VP of Education if they could spend time with you after the meeting for questions.
 - Reach out to the club President and VP of Education, several weeks in advance of when you would like to visit providing several different options. This allows them to pick the date that works best for them.
- Send the President, VP of Education, and VP of Membership a copy of the Area visit report and ask them to fill out the copy. This can be done after you have a specific date for the visit.
 - I like doing this since it allows you to get the club's perspective of how they are doing. I also remind them quite a bit of the information can be pulled from their completed Club Success Plan.
 - Ask that the VP of Education fills out page 4 (this is information you would otherwise have to ask them for at the visit)
 - Ask that the VP of Membership fills out page 3 (this is information you would otherwise have to ask them for at the visit)
 - Ask that the information be provided to you either before the visit or on the day of the visit.
- During the official visit, most clubs will give you an opportunity to talk to the club, please make sure the club knows you are there to help them.

I would also like to add a few Best Practices for visits:



- One of the questions in the report asks if anyone in the club is interested in being a District Officer. Please ask this question of the whole club while you talk to them so everyone is aware of the opportunity. (This will also help find Area Directors for next year)
- When meeting with the President and VP of Education, please have the questions you want to ask ready in advance.
- I am a firm believer of getting the on-line report filled out within a week of your visit. Do it while the visit is still fresh in your mind.

- Before submitting the visit report, send the club a copy of your report and ask them to review. Tell them if you have not heard back in a week you will submit the report as is. (I still send a reminder 2 days before I submit the report)
- Please schedule the visits earlier as opposed to later. This gets you in front of the clubs and it helps them know you care about them.

Just a heads up on submitted Area Visit Reports:

- If you submit a report it will be on the Dashboard Reports the day after the submitted visits as long it is not submitted on the first 7 days of any given month.
- Reports submitted in the first 7 days of a given month are delayed since Toastmasters International is closing out the previous month.
- The Dashboard Reports will also give you the percentage of club visits that you have completed. Toastmasters International requires 75% to be completed. I would love to see 100%.

Program Quality Director incentives: These were presented at the Aug 15 DEC meeting about Area Directors being eligible for an incentive.

Area Directors Above and Beyond

Choose A or B

Option A

- Visit 100% of your clubs
- File club visit reports by 9/26 (first round) and 3/27 (second round).
- Attend a virtual meeting with your Division Director and the Trio by 10/10 and 4/10 to update and strategize ways to support your clubs.


Choose an appreciation gift in Toastmasters merchandise up to \$15.*

Option B

- Complete two additional visits
- File two additional reports.
- Attend two additional Zoom meetings with Division Director and Trio, All requirements completed to by 11/14/2020 and 4/30/2021 respectively.

Choose an appreciation gift in Toastmasters merchandise up to \$30.*

*Pending approval by Toastmasters International



Karen Leingang
Division F Director