



Area and Division Director Training

Let's get ready for your 1st 60 days

7.16.2022

Agenda

- Important Dates
- What are my responsibilities for the 1st 60 day of the TM year?
- What are some tools and tricks?
- Questions or Comments

Important Dates

Important Dates- Check out [District 8](#) for more info.

Let's focus on this today for training purposes the following bold items:

- **July 1st Club visits starts through November 30th**
- **Distinguished Club program start July 1st and runs through June 30, 2023**
- **Ensure at least 4 Officers are trained per club**
 - Jul. 27th Div. A Officer training at 6:30- 7:30
 - Aug. 3rd Div. F Officer training at 6:30- 7:30
 - Aug. 8 Div C Officer training at 6:30- 7:30
- August 1 Smedley Award Program Begins and runs till September 30th
- **August 15 Club Dues start and deadline for completion is October 1st**
- Aug 27 DEC meeting at 9-12 with your next round of training

Tips about Club Visit

Club Visit

- How to pull officer list?
 - Open district central- select officer list.
- How to look up when club meet?
 - [District 8 Find a club](#)
- Start making connection with your clubs
 - Visit club and make introductions
 - Understand their current culture and club flow
 - See what help they need, then schedule official
- How to perform official club visit?
 - Utilize [Area visit form](#) to fill out during visit
 - Submit via district central- area visit report

Toastmaster Dashboard

00007865 Noontime Toastmasters President's Distinguished

Club Alignment	
Region	5
District	08
Division	B
Area	18

Membership	
Base	To Date
25	25
Required 20	
20 members or a net growth of 5 new members	

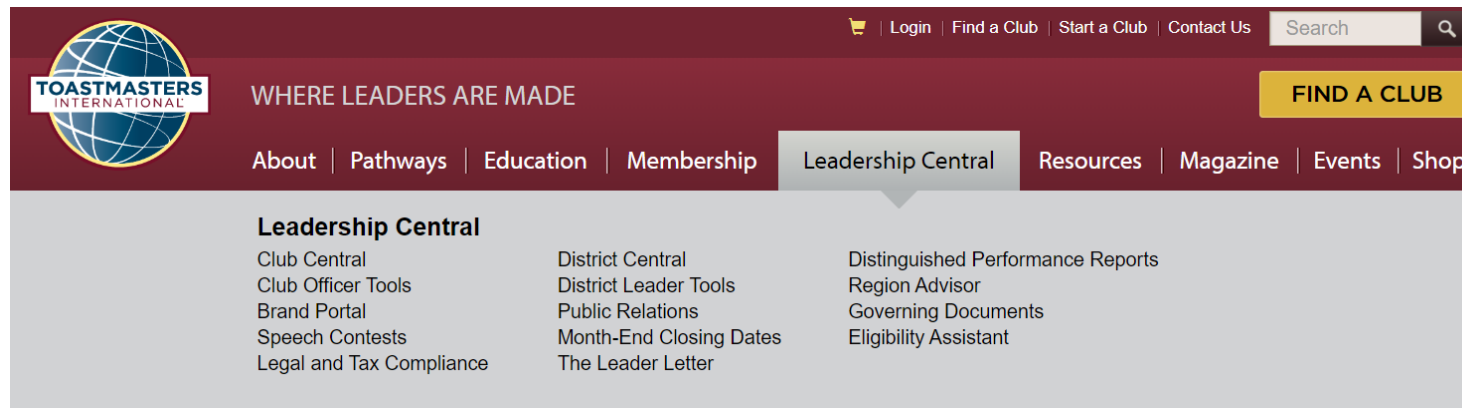
Goals	
Goals Met	9
Distinguished	5
Select Distinguished	7
President's Distinguished	9

Chartered 9/1/1990

	Goals to Achieve	Goal	To Date	Status
Education				
1	Level 1 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	4	7	✓
2	Level 2 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	2	✓
3	More Level 2 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	0	2 Level 2s needed
4	Level 3 awards <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	2	3	✓
5	Level 4, Level 5, or DTM award <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	1	1	✓
6	One more Level 4, Level 5, or DTM award <i>All Pathways education awards must be submitted in both Base Camp and Club Central</i>	1	4	✓
Membership				
7	New members	4	4	✓
8	More new members	4	8	✓
Training				
9	Club officers trained June-August	4	7	✓
	Club officers trained November-February	4	4	
Administration				
10	Membership-renewal dues on time	Y	2	✓
	Club officer list on time	Y	2	

How to find Dashboard?

1. Open Browser for [Toastmasters international](https://www.toastmastersinternational.com)



This is great page to be either bookmarked or added to your favorite for quick access depending on your need

2. Click distinguished Performance Reports

3. Type in club name or district 8 then find area then club.

What information does the Dashboard supply?

00007865 Noontime Toastmasters President's Distinguished

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Note:

Every month there is at least a delay of 10 days at the beginning of the month where information doesn't populate to close out the past month business

Be patient and keep checking system for updates!

How does the Toastmaster Dashboard work?

Distinguished	Select Distinguished	President Distinguished
<p data-bbox="529 668 779 715">Need 5 goals</p> <p data-bbox="443 839 866 1051">Must have at least 20 members or a net growth of 5 new members</p>	<p data-bbox="1166 668 1416 715">Need 7 goals</p> <p data-bbox="1080 839 1503 1051">Must have at least 20 members or a net growth of 5 new members</p>	<p data-bbox="1803 668 2053 715">Need 9 goals</p> <p data-bbox="1717 839 2140 1051">Must have at least 20 members or a net growth of 5 new members</p>

What is the Smedley Award?

Smedley Award

- **Program Dates: August 1 – September 30**

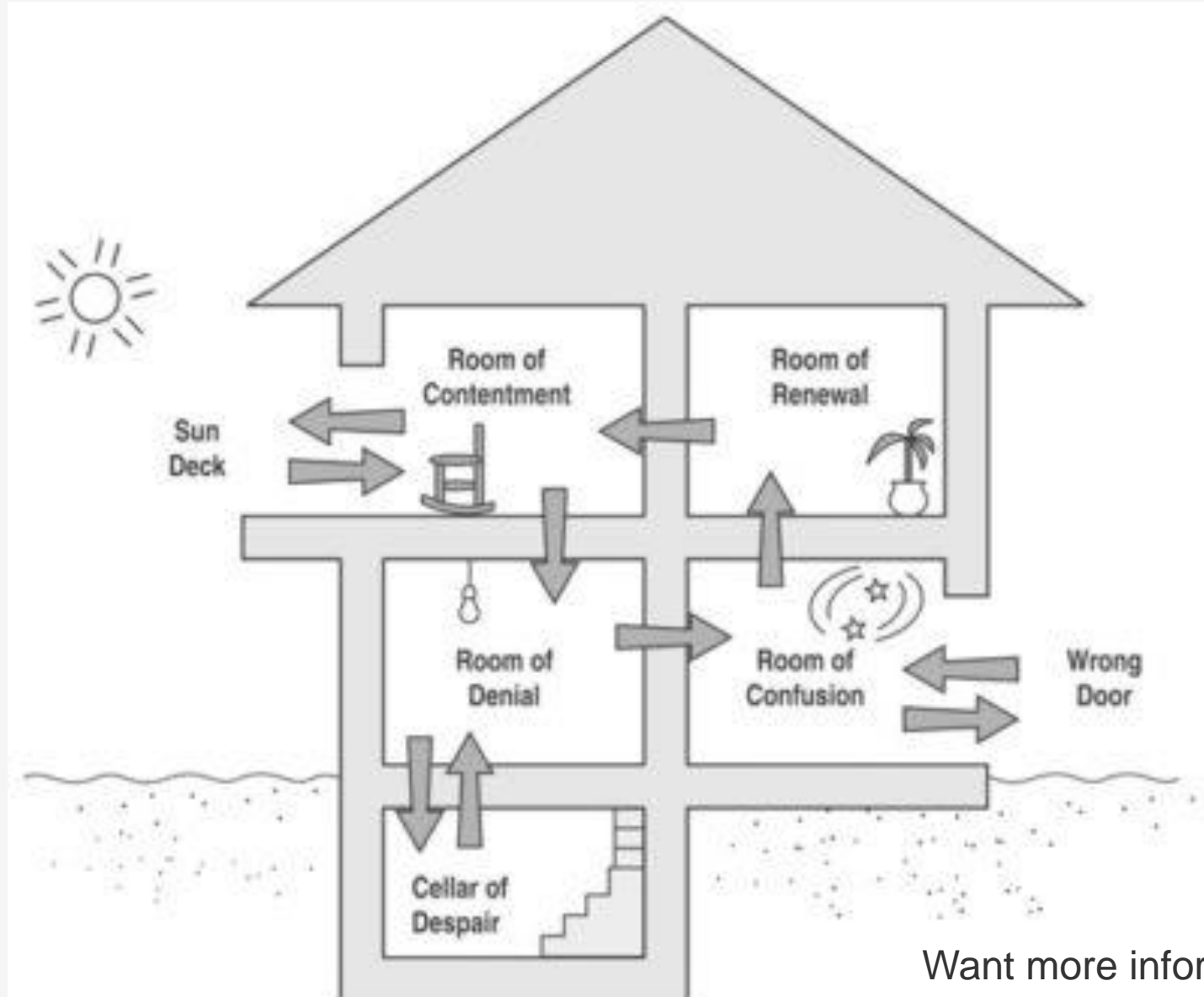
Can your club add five new, dual, or reinstated members with a join date between August 1 and September 30? Accomplish this goal and you'll qualify to receive a Smedley Award ribbon, named in honor of Ralph Smedley, which you can display on your club's banner. Qualifying clubs can also earn a special discount code for 10% off their next club order. (The discount code expires six months from the date of issue and is not valid with any other offer.)

Applications and payments for members with a join date between August 1 and September 30 must be received at World Headquarters or online no later than September 30. The addition of transfer and charter members does not count toward Smedley Award credit.

The winning clubs will be revealed online within a few weeks of the submission deadline. Winning clubs should allow up to 10 business days to receive their award if they are located in the United States, and up to 21 business days if they are outside of the United States.

Tools and Trick

House of Change



Want more information? Read this [article](#)

Coaching vs Mentoring



Resources

- [Club Leadership Handbook](#)
- [District Leadership Handbook](#)
- [Distinguished Club Program and Club Success Plan](#)
- [Training Club Leaders](#)
- [Club Status Guide](#)
- [Dashboard Quick Guide](#)

Any questions or comments?