



Day in the life of an Area Director

Dates to Remember:

- ▶ Next Area Director/Division Director Training – Saturday September 14, 2019 - location to be determined. MARK YOUR CALENDAR NOW!!
- ▶ Mid-Year Training – January 11, 2020 – Location TBD
- ▶ DISTRICT 99 CONFERENCE - APRIL 24-26, 2020
Edmonton, AB.

Tips for Club Visits

- ▶ **Before You Go**
- ▶ Build rapport with the club president:
- ▶ Talk about the Toastmasters experience and club history.
- ▶ Email a link to the **Area Director's Club Visit Report** (Item 1471).
- ▶ Check the dashboard for background info for the club – other years as well.
- ▶ Ask if they can have the Club Success Plan available for discussion.
- ▶ Offer to speak, install officers, etc.
- ▶ Ask for time either before or after the meeting to discuss the Visit Report

Tips for Club Visits – continued

During Your Visit

- Dress professionally.
- Wear your Toastmasters name badge and pin.
- If you've requested time, deliver a manual speech.

Tips for Club Visits...

- ▶ **After the Meeting**
- ▶ Meet with the president and/or vp ed to review the AD report. Who do they believe will achieve educational levels?
- ▶ Address club questions, needs and concerns. (if you don't know something admit it and promise to get an answer....and do!!)
- ▶ Submit your **Area Director's Club Visit Reports** by:
 - November 30 after your first visit.
 - May 31 after your second visit.