



Checklist

This is a guide only – much of the information is available on the website or saved in the District Leader's emails.

		Done
1	Area Profile	
	Complete Area Profile Template (see next page)	
	Provide copy to your Division Director for their Handover	
2	Club Profiles	
	Complete Club Profile Template (on following pages)	
	Provide copy to your Division Director for their Handover	
3	Area Director Official Club Reports	
	Copy of all Official Club Visit Reports	
	Club Visit Summary – Provide copy to your Division Director for their Handover	
4	Area/Division Council Minutes	
	Copy of all Council Meeting minutes	
5	Area/Division Contests	
	Copy of Budget and Actuals for both contests	
	Copy of Contest Flyers both contests	
	Copy of Agenda/Programme for both contests	
	Copy of Running Sheets for both contests	
	Complete Area/Division Contest Planning Template	
6	Club Leadership Training	
	Complete Club Leadership Template	
7	Area/Division Assets	
	Complete Area/Division Asset Template	
8	Annual Awards	
	Complete List of Area/Division Annual Awards Template	
9	End of Year	
	Complete End of Year Template	
	Invite your successor to visit clubs with you in May and June to meet the club officers and members.	
	Invite your successor to Area Council Meeting	
10	Share https://sites.google.com/d70toastmasters.org.au/areadirectors/home?authuser=0	
11	30-Day Action Plan	
12	Club Officer Installation Script:	
13	Introducing Toastmasters Dignitaries	

AREA PROFILE

AREA # _____

Clubs in Area					
Name	Type/ Chartered	Meeting Venue	Meeting Day/Time	Membership Base	DCP Goals

Clubs in-formation in Area					
Name	Type	Meeting Venue	Meeting Day/Time	Sponsor/Mentors	Expected Charter Date

Incoming Area Officers		
Role	Name/Education Award	Contact Email/Phone

Upcoming Anniversaries/Special Events:

Members interested in an HPL project

Members who are up to 20/30-year anniversary

Members with potential for future leadership roles

Members with expertise/knowledge in specific areas (ie potential for Staff Officer/Mentor)
DTMs in the Area
General Comments

CLUB PROFILE

CLUB: _____

Meeting Day/Frequency:
Meeting Time (and duration):
Venue:
Contact Name/Details:
Club Type (Community/Corporate/Advanced):
Number of Members (and member profile):
DCP Results (status achieved, e.g. Distinguished, Select):
Milestones:
Significant Anniversary/Event:
Contest Winners • Humorous Speech: • Table Topics: • International Speech: • Evaluation:
Members interested in an HPL project:
Members almost at DTM:
Members who are up to 20/30 year anniversary:
Members with potential for future leadership roles:
Members with expertise/knowledge in specific areas (i.e. potential for Staff Officer/Mentor/Coach):
DTMs in the club:
General Comments

INCOMING OFFICERS

Role	Name/Education Award	Contact Email/Phone
President		
VPE		
VPM		
VPPR		
Secretary		
Treasurer		
Sergeant At Arms		
Immediate Past President		

CLUB VISITS SUMMARY

Key Points including Strengths and Challenges

Club:

Club:

Club:

Club:

Club:

Club:

AREA/DIVISION CONTEST PLANNING

How are host clubs selected?

Suitable venues for contests

Venue	How to book?	Venue Contact	Toastmaster Contact

Vendors for trophy engraving

Vendor	Contact	Toastmaster Contact

Experienced Contest Personnel

Name	Role	Contact Details

Humorous Speech & Table Topics**Host Club:**

Item	Attached
Budget	
Flyer	
Agenda/Programme	
Running Sheet	
Actual Income and Expenses (plus claim form if a loss)	

Personnel (see attached list)s

Role	Person	Club/District Office
Chief Judge		
Toastmaster HS		
Toastmaster TT		
MC		
Calligrapher		
Photographer		
Counter		
Counter		
Timer		
Timer		
SAA		
SAA		

Winner - Humorous Speech:

Contact details:

Winner - Table Topics:

Contact details:

International Speech & Speech Evaluation**Host Club:**

Item	Attached
Budget	
Flyer	
Agenda/Programme	
Running Sheet	
Actual Income and Expenses (plus claim form if a loss)	

Personnel (see list)

Role	Person	Club/District Office
Chief Judge		
Toastmaster HS		
Toastmaster TT		
MC		
Target Speaker		
Calligrapher		
Photographer		
Counter		
Counter		
Timer		
Timer		
SAA		
SAA		

Winner - International Speech:

Contact details:

Winner – Speech Evaluation:

Contact details:

CLUB LEADERSHIP TRAINING

Venue(s) Used:
Number of Sessions/Day/Timing:
Local Trainers/Room Facilitators:
First Round Club Leadership Training Details
Date/Time:
Venue:
Contact:
Other dates include:
Date/Time:
Venue:
Contact:

AREA/DIVISION ASSETS

Item	Who Has It / Contact Details
Banner and Banner Bag	
Banner Stand	
Perpetual Trophy – Humorous	
Perpetual Trophy – Table Topics	
Perpetual Trophy – International	
Perpetual Trophy - Evaluation	
Projector (Divisions)	
Facebook Portal (Divisions)	
Boombox (Divisions)	

AREA/DIVISION ANNUAL AWARDS

List all Area/Division Awards including contest perpetual trophies

Award Name	e.g. Area # International Speech Contest Perpetual Trophy
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

Award Name	
Criteria	
Selection Process	
Presented when	
Presented by	
Previous Winner	

END OF YEAR

What worked well:
Review of current resources:
New club opportunities needing further investigation:
Projects underway:
Upcoming events:
Dates of Club Visits:
First Half:
Second Half: