

Area Director Handover Checklist

Outgoing Area Directors

- ✓ For all clubs in your Area confirm Club Officer list has been submitted by the deadline of 30 June

Club Name	Outgoing Club President	Incoming Club President	List Submitted
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N

- ✓ Share any Area resources credentials (Eventbrite, gmail, Facebook etc ...)

Resource	Login	Password	Useful Information

- ✓ Share key contact details with incoming AD (outgoing committee members)

Email each club to introduce their successor. Where possible ensure as a minimum that this is sent to the outgoing and incoming Club Presidents.

Set up a meeting with incoming AD before 30 June. This will assist with:-

- ✓ Sharing copies of Area Visit reports
- ✓ Sharing the Area Success Plan
- ✓ Sharing details of Contest winners and which clubs, to ensure that trophies etc ... can be chased the following year.

Contest	Winner	Club
International Speech		
Evaluation		
Humorous Speech		
Table Topics		

- ✓ Explain the key events AD's are responsible for
 - 1- Summer COT (from 1 June to 31 August)
 - 2- Autumn Contest
 - 3- Winter COT (from 1 November 28 February)
 - 4- Spring Contest
- ✓ Understand District Calendar activities
 - 1- Attendance at District Officer Training (twice a year June and January)
 - 2- Attendance at District Council Meeting (twice a year, one virtual and one in person)
 - 3- Attendance at the District Executive Council (four meetings per year, these will vary between virtual and in person)
 - 4- Submission of Area Visit Reports (Autumn and Spring)
 - 5- AD elections, plan for the next AD (Spring)

Useful Information

- ✓ Share contact details for venues used for Area events

Venue	Contact Name	Contact Details	Event
e.g. Hilton Hotel Gatwick	Joe Bloggs	Email Phone	District Officer Training

- ✓ Discuss realignment changes (if any), that take effect on 1 July which effects changes to the Clubs in the Area. This may mean clubs leaving the established Area and other clubs coming in. Link up with the ADs from the Areas which this activity is taking place with.

Club Name	Old Area	New Area

- ✓ Incoming AD to seek to put in place assistants e.g. growth, education, PR, admin... (This may fit with a member seeking the opportunity to become more aware before stepping forward themselves. It maybe that a member is looking for a link to Toastmasters to complete their High-Performance Leadership project.)

Resources throughout the year

- [District leadership Manual](#)
- [Club Officer Resources to share with your Clubs](#)
- [District Leader Resources](#)
- [Club Visit Report guidance](#)
- [Club Visit report editable pdf](#)
- [Club Quality Checklist](#)
- [Performance Dashboard](#)
- [Guide for planning COT and TLI](#)
- District standardised training materials for COT/TLI

Other non-Toastmasters resource some have found useful in the past :

<https://medium.com/@wkaichan/area-director-survival-guide-d0f0eba890b2>