

## Division Director Handover Checklist

### Outgoing Division Directors

Areas	Outgoing Area Director	Incoming Area Director	Elected / Appointed
			E/A
			E/A
			E/A
			E/A
			E/A
			E/A

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

Resource	Login	Password	Useful Information

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

- ✓ Sharing copies of Area Visit reports
- ✓ Providing a summary of how the Areas have performed, share the good and the not so good
- ✓ Sharing the Division Success Plan
- ✓ Providing a summary of how the Division has performed against the Division Success Plan
- ✓ Letting them know what worked well for you
- ✓ Sharing details of all the Division 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 DD's are responsible for
  - 1- Summer TLI (from 1 June to 30 September)
  - 2- Autumn Contest
  - 3- Winter TLI (from 1 December 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- Attendance at District Leadership Team and Division Director meetings (up to four per year, will vary between virtual and in person)
  - 5- Support Area Directors with submission of Area Visit Reports (Autumn and Spring)
  - 6- Encourage Area Director elections, (Spring)

## Useful Information

- ✓ Share contact details for venues used for Division 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 Division and Area Directors, where this activity is taking place with.

Club Name	Old Area	New Area	Old Division	New Division

- ✓ Incoming Division Director 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>