

100-Day Action plan for Area Directors

AD-100

Time frame: March 22-June 30

Purpose: To finish the year strong and set up the next year to build on success

Action plan timeline

Item	March	April	May	June
Situation Analysis	Net clubs Dist. Clubs		Reassess	
Action Plans	Plan/Implement Action	Implement Action	Implement Action	Implement Action
Dues	By 3/22 contact clubs			
Club Visits	Schedule/visit	Schedule/visit	Submission deadline 5/31	
Club Officer Lists				6/1-7 Contact clubs w/no list
Prepare Successor	Recruit successor	Recruit successor/ Invite to transition meeting	DEC Transition meeting May 21	Meet w/successor Transfer info/mentor
Additional Events	Speech Contests	Speech Contests -by 4/15, Register for Spring Convention 4/29-30	Club TMOY 6/1	Area TMOY 6/14 to DD

Step 1: Situation Analysis (by mid-March)

What is the state of the area? (Net clubs and Distinguished clubs)

1a. Estimated Net Club Loss or Gain? _____ net loss/net gain (circle one)

(To qualify for the Distinguished Area program, there must be no net club loss)

Which clubs have been lost or are at risk of loss (primarily clubs with 10 or fewer members)? List:

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1b. Likely percentage of Distinguished clubs

(Distinguished Area =50%, Select Dist. Area = 50% +1, Pres. Dist =50% +1 + net growth of 1 club)

Club base = _____

Estimated number of distinguished clubs (conservative)= # clubs with 4 DCP points and within 1 member of qualifying requirement of 20 or net 5 = _____

Estimated % of Distinguished clubs:

(# of estimated distinguished clubs divided by club base) X100% = _____

Clubs at risk of not achieving distinguished status (List):

Step 2: Action Plans to address the above situation and be at least a Distinguished Area

- What resources are needed? (people, material)
- What knowledge is needed?
- What action is needed?

- Who will take the action?
- When will the action be taken?

Step 3: Critical Dates: Dues, Club Visits, Club Officer Lists +

3a. Dues-By March 22 contact clubs about getting in dues early, if at least 8 not already submitted

3b. Club Visits

1. Schedule visits to be completed by 4/30, if not already done

Follow up on action plans with clubs at-risk of non-Distinguished Status

Remind about: Spring Convention & Proxies, Club Officer Elections first meeting in May (club officer list within in 1 week), TMOY

2. Submit Visit report within 2 weeks of visit
3. Club Visit report deadline May 31

3c. Club Officer Lists

- June 1-7 Contact clubs that have not submitted club officer lists. Remind them elections should have already occurred and lists should be submitted.

3d. TMOY (Toastmaster of the Year)

- Club Deadline to AD: 6/1/2016
- AD Deadline to Division Director: 6/14

Spring Convention Reminder: Register for the Spring Convention EARLY. Hotel Reservations must be made by 4/15 for the convention rate.

Step 4: Prepare Successor

1. March/April- recruit successor (note: 2016-2017 District Director will appoint)
2. April -June prepare/mentor your successor Contact your successor
 - Invite to transition DEC meeting (May 21)
 - Schedule a time to chat (in person, preferably) to pass on documents and wisdom
 - Offer to mentor and/or help your successor in an agreed upon capacity