

# 100-Day Action plan for Division Directors

DD-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	March 23-31 Contact clubs			
Club Visits			May 1 - 21 Contact ADs to touch base on club visits	
Club Officer Lists				6/10-20 Contact clubs w/no list
Prepare Successor			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		TMOY 6/25 ADOY 6/25

## Step 1: Situation Analysis (by mid-March)

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

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

(To qualify for the Distinguished Division 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:**

## 1b. Likely percentage of Distinguished clubs

(Distinguished Division =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 Division (work with ADs on their plans)**

- 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**-March 23-31 personally contact clubs that do not have at least 8 member dues already submitted (April 1-10 the District will contact remaining clubs)

**3b. Club Visits** - May 1-21 contact ADs to check on status of club visits not submitted (May 22-31 the District will contact remaining ADs)

### **3c. Club Officer Lists**

June 10-20 - Contact clubs that have not submitted club officer lists. Remind them elections should have already occurred and lists should have been submitted. (June 21-30, the District will contact remaining clubs)

### **3d. TMOY (Toastmaster of the Year) ADOY (Area Director of the Year)**

- TMOY Club Deadline to AD: 6/1/2016
- TMOY AD Deadline to Division Director: 6/14
- TMOY Division Director Deadline to District Director/TMOY chair: 6/25
- ADOY Division Director Deadline to District Director: 6/25

**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

- May -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