



Area Director Mutual Expectations Agreement

Being happy and successful while serving in the District Executive Committee (DEC) begins with having your expectation of your duties and availability in alignment with the expectations held by those you will be working with. The following are the standard expectations held by the district “trio” (District Director, Program Quality Director, and Club Growth Director) and the Division Directors. Please review them and denote any concerns in the area provided. This allows us to acknowledge or work around the concern up front. We want to set you up for success and enjoyment of your time on the DEC.

If you have no concerns about meeting the listed expectation, simply acknowledge by writing “None”.

Expectation to attend DEC training

DEC training helps ensure your success. You learn your role, your team, and new skills. There is one training day on June 18th, 2016. 100% of DEC officers should be trained. If you cannot attend training on that day please note that as a concern. A less structured training would then need be conducted by the Program Quality Director independently. Details about the expectations listed below will be discussed in detail at the June 18th training.

My Concerns:

Expectation to attend DEC meetings (at least 75%)

DEC meetings ensure fluid communication in both directions, allow regular training for the skills and experience needed in your role, and require quorum to conduct official business. On-site meetings are held Saturday mornings from 10:00 am – 1:00 pm. Virtual meetings are held on Wednesday evenings from 7:00 pm – 9:00 pm.

(tentative) Wed 8-3-2016 Virtual, Wed 9-3-2016 Lansing, Sat 10-8-2016 Midland (walk-through), Wed 1-11-2017 Virtual, Sat 2-4-2017 Lansing, Wed 3-4-2017 on-location (walk-through), Wed 5-10-2017 Virtual, Wed 6-7-2017 Virtual

My Concerns:

Expectation to visit each of my area’s clubs in the summer and in the winter

The Area Director is designed to be the liaison between the District and the club. Visiting the club is an important part in discerning what the members needs are, acknowledging their accomplishments, and providing a good example to follow. The first round of visits must be completed between July 1st and October 31st. The second round of visits must be completed between January 1st and April 30th.

My Concerns:

Expectation to submit club visit reports

Club visit reports should be completed online through the Toastmasters International website within 1 week of a club visit. Each one takes approximately 1 hour to complete.

My Concerns:

Expectation to attend both District Council Meetings

District Council Meetings are held during the fall and spring conferences to conduct district business. Leading by example gives weight to the message of the importance of members, and especially the club President, club Vice President of Education, or their proxies in attending. Fall: 11-12-2016. Spring: Unscheduled

My Concerns:

Expectation to attend Club Officer Training

You are a visible mentor that club members will notice either in your presence or your absence. Attending club officer training is an important lead by example opportunity. Your help in facilitating the training by helping in some capacity as needed is also expected. This is a nice opportunity to achieve some of your other Toastmaster goals, such as completion of a High Performance Leadership Project.

My Concerns:

Expectation to charter a new club in your area

Just as every club needs to pursue new members each year, each area needs to pursue new clubs. Your role in chartering a new club in the area is one of research and coordination. You will work with the Club Growth Director for guidance and training. We need your help in identifying potential locations, contacts for those locations, and people to aid in sponsoring and mentoring the new club. The Club Growth Director will then work with the sponsors and mentors. You may stay involved further, if you wish. Serving as a club sponsor or mentor will help you achieve your Advanced Leader Silver award (ALS)

My Concerns:

Expectation to help coordinate and oversee two area contests

Sometimes in conjunction with one or more other Area Directors, identify a Speech Contest Chairperson for the fall Humorous Speech and Table Topics speech contests, and for the spring International Speech and Evaluations contests. Oversee the planning and execution of the contests to ensure it is fair and upholds the standards of Toastmasters International. Training and guidance is provided by the Program Quality Director. You will also need to ensure the time, date and location of the contest is posted on the District Website, as well as communicate it to clubs in your area.

My Concerns:

Expectation to respond to most communications within 24 hours

Communication is critical to effective teamwork. Where practical, email or calls requesting information or action should be acknowledged within 24 hours even if only to provide a realistic estimate of when the action or information can be provided. Notify your Division Director and trio when an extended absence is planned.

My Concerns:

I hereby acknowledge these expectations with the noted concerns.

Signature:
