DISTRICT DIRECTOR
30-DAY ACTION PLAN

TOASTMASTERS INTERNATIONAL

Your name:	District:	Term start date:

1. COORDINATE THE HANDOFF

As district director, you are responsible to oversee the entire district transition. Schedule a meeting with the outgoing district director right away to coordinate the handoff. Doing so will ensure a smooth transition from one district administrative year to the next. Identify specific responsibilities and key items that need to be transitioned in the first 30 days and beyond. Some agenda items to consider are listed below. You may also wish to create a transition calendar and your own checklist to ensure understanding and accountability. The Leadership Transition page is a great resource for all district leaders.

Meeting with outgoing district director (between June 1 and June 30)

Meeting date, time, location:

Name and contact information:

Some agenda topics:

- Overseeing district transition.
- Year-end audit (due to World Headquarters August 31).
- District financial records.
- Key items that need to transition and who they should transition to.
- Committees (e.g., what committees exist, what committees are needed?).
- Pressing business that will need to occur in the midst of the transition (i.e., financial or any decisions that were made in the current administration that will affect and/or impact incoming leaders).
- Things that worked well supporting the District Success Plan.
- Any District Success Plan items that did not get completed.
- What the district leaders would have done differently if they knew then what they know now.

Other items to discuss:

1. COORDINATE THE HANDOFF (CONTINUED)

Use notes from your meeting with outgoing district director to add action items.

Action item:
Tasks/Responsibilities/Deadlines:
Key contacts and contact information:
Other important notes related to this action item:

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2. MEET YOUR CORE TEAM

As district director, it is your responsibility to schedule time for your core team to meet and get to know each other. There are many ways to do this, including in-person meetings, video conferences, and leadership retreats. Your district team will be more successful if they have opportunities to break the ice, share best practices and start building relationships with one another. Ice breaker activities are great ways to get to know each other better, and team building exercises offer opportunities to experience and practice skills and behaviors needed to successfully work together. Even if you have to meet virtually, you can still plan some ice breaker and team building activities. Be creative! There are a number of activity ideas in the online resource library.

Immediate past district director (IPDD) name and contact information:

Program quality director name and contact information:

Club growth director name and contact information:

Finance manager name and contact information:

Public relations manager name and contact information:

Administration manager name and contact information:

Logistics manager name and contact information:

2. MEET YOUR CORE TEAM (CONTINUED)

Event Planning: The sooner your core team starts working together, the sooner you will all be making strides toward achieving the district mission. Whether your team meets in-person or remotely, at a weekend leadership retreat or on multiple dates, planning is a key component to the success of your core team meetings or event. Review the tips below and use the event planning worksheet provided here, or create your own. Consider forming a committee or team of planners to help create a memorable and valuable experience for your new district team.

Event Planning Tips

Goals and Objectives:

- Determine what you want to accomplish at your core team event(s) and how you will accomplish it.
- Clearly communicate the purpose and agenda to attendees.
- Don't try to do too much in the time allotted; plan additional meetings, if needed.
- Balance business with fun, but make sure your agenda is relevant and valuable.

Event Type, Location and Timing:

- Determine what event type(s) work best for your district and individual team members.
  - Should you have in-person or virtual events (or both)?
  - Would a two-day retreat or a few half-day meetings work better?
- Consider time, distance and expense for attendees, as well as event budget.
- Consider having an event theme.

Delegation:

- Form a team or event committee to help you plan, organize, and facilitate your event.
- Determine roles and responsibilities.
- Document and prioritize all assignments.

Food and Beverage:

- Consider customs, dietary restrictions, and other special needs of attendees.
- Select a menu that fits the event schedule.

Set Expectations:

- Create an agenda and send it out in advance.
- Consider and communicate appropriate attire based on planned activities.
- Communicate expenses attendees are likely to incur.

General:

- Be prepared to use technology to include remote participation.
- Keep communication channels open.
- Plan post-event tasks:
  - Will there be any clean-up?
  - Do equipment or supplies need to be returned?
  - What communications follow-up should occur?

EVENT PLANNING WORKSHEET

Event name:	Date(s):	Start Time: End Time:

Event Objectives:	Location:

Venue

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status
Space rental					
Parking / Transportation					
Overnight accommodations					

Catering/Food and Beverage

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status
Meals					
Beverages					
Other refreshments					
Serving staff					

Meeting Planning

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status
Room set up (tables, chairs, skirting, etc.)					
Audio / Visual					
Internet					
Pens, paper, etc.					
Flipcharts					

Attendee Communications

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status
Invitations					
Pre-meeting assignments					
Travel arrangements/expenses					
Lodging arrangements/expenses					

Team Activities

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status
Ice breaker activities					
Team building exercises					

Other/Miscellaneous

Item/Task Description:	Assigned to:	Start Date:	Due Date:	Budgeted Amount	Status

3. DESIGN YOUR DISTRICT SUCCESS PLAN (DUE SEPTEMBER 30)

The District Success Plan (DSP) is a is a valuable planning tool the district leadership team completes at the beginning of each program year. Think of it as a detailed outline, or blueprint, that helps you and your team evaluate current situations, establish team operating principles, set specific goals and develop strategies. As district director, you are ultimately responsible; however, it is a collaborative effort, and all district leaders are involved in creating and crafting the DSP. Don't just submit the DSP and forget about it. Review the DSP with your team throughout the year and make modifications to your plan as needed to reach your goals. For more information about the District Success Plan, refer to the District Recognition Program guide and review the *How to Assess the District Status* module found in the Pre-District Leader Training.

DSP action items and tasks:	**Person(s) responsible:**	**Deadline:**	**Date completed:**
Complete *How to Assess the District Status* module			
DSP meeting dates/times/locations:			
Other important notes related to the DSP:			

4. CREATE YOUR DISTRICT BUDGET (DUE SEPTEMBER 30)

Creating and managing your district's budget is a team effort. While you oversee the entire budgeting process and the finance manager provides support, each district leader is responsible for portions of the budget that apply to their areas of responsibility. The district budget will be presented for approval at a District Council meeting prior to submitting it to World Headquarters. The budget is due on September 30. Budgets should be reviewed monthly, so don't forget to include budget maintenance and review in your action planning.

District Finance Budgeting Resources:

- Budget and Financial Management modules
- District Budget Success Guide (PDF)
- Eight Steps to a Budget (PDF)
- Annual Budget Template (XLS)

My district budget action items, tasks and responsibilities:	Deadline:	Date completed:
Complete *Budget Creation* module		

District budget meeting dates, times, agenda topics:

Other important notes related to the district budget:

5. FORM YOUR COMMITTEES

In addition to being the head of the District Executive Committee, you will also be responsible for overseeing other committees in your district. During your hand-off discussions with outgoing leaders, be sure to find out what committees currently exist and are active, as well as what is working well and what may need more attention. You should also consider forming additional committees that would be beneficial to your district's success, as well as the key people or characteristics you would want represented on those committees. You can learn a lot more about creating committees by viewing the *Committees* module.

Including here is a list of some committees, many of which may already be established in your district. Please note that committee names may differ district to district.

- Program Quality
- Club Growth
- Public Relations
- Speechcraft
- Youth Leadership
- Administrative Policies
- Awards
- Speakers Bureau
- Newsletter

Action items and tasks:	**Deadline (date):**	**Completed (date):**
Complete *Committees* module		

Committee name:	☐ **Already exists**	☐ **Create**
Key contacts and contact information:		
Important notes related to this committee		

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Key contacts and contact information:		
Important notes related to this committee		

5. FORM YOUR COMMITTEES (CONTINUED)

Use the space below to add additional existing committees, as well as those you want to create.

Committee name:	☐ **Already exists** ☐ **Create**
Key contacts and contact information:	
Important notes related to this committee	

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5. FORM YOUR COMMITTEES (CONTINUED)

Additional committees to consider:

What needs do we have that a new committee could address?	
Who are key people to consider for this committee?	
What are the key skills, knowledge and experiences members of this committee should have?	

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6. SUBMIT REQUIRED REPORTS

Throughout the year, the district is required to submit certain reports to World Headquarters to maintain access to the district reserve. As district director, you and the finance manager are primarily responsible for submitting them; however, all district leaders play a part in their completion. For more information, follow the link to Reporting Requirements, refer to the District Leader Handbook, and talk with the outgoing district director.

Due July 15 to District Services (submitted by district director):

1. District Leader List and Officer Agreement and Release Statement

Item/Task Description:	Person(s) responsible:	Deadline(s):

2. District Calendar

Item/Task Description:	Person(s) responsible:	Deadline(s):

3. Area and Division Alignment Changes

Item/Task Description:	Person(s) responsible:	Deadline(s):

4. District Signatories

Item/Task Description:	Person(s) responsible:	Deadline(s):

Other Reporting Requirements:

Requirement:	Tasks and responsibilities / Key persons:	Due Date(s):
Division and Area Director Training Report		September 30
District Success Plan		September 30

ADDITIONAL ACTION ITEMS

Use the space below to add additional action items to your plan.

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Tasks/Responsibilities/Deadlines:
Key contacts and contact information:
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