



A Visit That Makes a Difference!



TOASTMASTERS STRUCTURE



AREA GOVERNOR VISITS



- Link between the club and district
- Maintain club quality and achieve district success
- Detect early warning signals
- Identify and service club needs
- Required – twice a year

PREPARING FOR THE VISIT



- Start preparing a month in advance
- Review Club Success Plan
- Obtain information about club
- Familiarize yourself with club visit report format
- Identify specific needs from President to customize visit

VISIT REPORT – PAGE ONE



DISTRICT	DIVISION	AREA	CLUB NO.	VISIT DATE
----------	----------	------	----------	------------



AREA GOVERNOR'S CLUB VISIT REPORT

An area governor visit is an important opportunity to assist the club in its efforts to achieve the club mission and to become a Distinguished Club. Print a copy of the club's DCP report, as well as the district's educational achievements and discuss the club's Success Plan with the club leaders. The DCP report and educational achievements are available online at www.toastmasters.org/members. Complete the following:

► 1. Distinguished Club Program/Membership

Goal 1: Two CCs – Which two members will achieve CCs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 2: Two more CCs – Which two additional members will achieve CCs this year and when?

Name _____ Date _____ Name _____ Date _____

Goal 3: One AC – Which member will achieve an AC this year and when? Name _____ Date _____

Goal 4: One additional AC – Which member will achieve an additional AC this year and when? Name _____ Date _____

Goal 5: CL, ALB, ALS or DTM – Which member will achieve one of these leadership awards this year and when? Name _____ Date _____

Goal 6: One additional CL, ALB, ALS or DTM – Which member will achieve one of these leadership awards this year and when?

Name _____ Date _____

Goal 7: Four new members – Has the club achieved this goal? ☐ Yes ☐ No If no, when will the club achieve this goal? Date _____

Goal 8: Four more new members – Has the club achieved this goal? ☐ Yes ☐ No If no, when will the club achieve this goal? Date _____

Does the club have an active membership-building program? ☐ Yes ☐ No

Goal 9: Minimum four officers trained June – August and December – February

How many club officers attended training in: June–August? _____ December–February? _____

Has the club achieved this goal? ☐ Yes ☐ No If no, describe efforts club will make to ensure officers are trained at next opportunity: _____

Goal 10: Dues Renewals/Officers List – Has the club achieved this goal? ☐ Yes ☐ No If no, and the club will achieve this goal, enter date(s): _____

Does the club have 20 or more members? ☐ Yes ☐ No

Is the club working toward the DCP requirement of a net gain of 5 members or membership of at least 20 members by June 30? ☐ Yes ☐ No

If no, describe what changes the club will be making to achieve this requirement: _____

List any members who will be achieving additional educational awards this year and the dates those awards will be achieved: _____

VISIT REPORT – PAGE TWO



► 2. Club Quality Standards (check all that apply):

Meeting: ☐ well organized ☐ productive ☐ run on time ☐ agendas provided ☐ effective evaluations

Did speakers receive verbal and written evaluations? ☐ Yes ☐ No If no, please explain: _____

Were all speeches from the manuals? ☐ Yes ☐ No If no, please explain: _____

Has the club recently conducted one or more modules from *The Successful Club Series*? ☐ Yes ☐ No If no, please explain: _____

Branding: Is the club using current branded collateral including ☐ Agenda/general signage ☐ Name badges/tent cards/business cards
☐ Marketing flyers/giveaways ☐ Banner/lectern ☐ Club website/social networking sites ☐ Guest/new member packets
☐ Ribbons/awards/certificates ☐ Evaluations

Guests: ☐ warmly welcomed ☐ provided information ☐ invited back

Recognition: ☐ actively participates in the Distinguished Club Program ☐ celebrates member achievement

New Members: ☐ orients new members ☐ assigns mentors to new members

Club Officers: ☐ meet at least monthly ☐ actively promote membership growth

► 3. Area Governor Comments

List members interested in future leadership roles within the district: _____

Club strengths: _____

Areas needing attention: _____

Recommendations for action: _____

What can the district and I do to support the club? _____

Area Visit – Submit forms online at www.toastmasters.org/members. For credit in the Distinguished Area Program, submissions must be made by November 30 (for first visit) and May 31 (second visit).

DURING THE VISIT



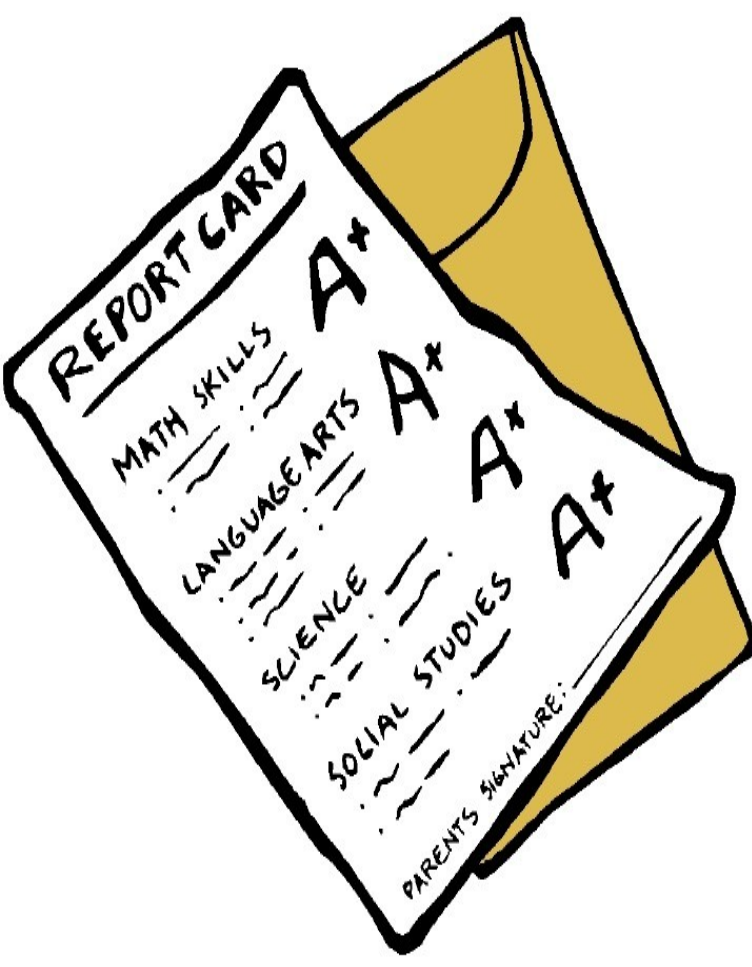
- Observe club meeting with reference to mission
- Present project from Successful Club Series
- Review club programs
- Discuss with club leaders about best practices
- Review progress and advise enhancement opportunities
- Discuss leadership opportunities

SUCCESSFUL CLUB SERIES



- Digital version now available for free download
- Series includes:
 - Moments of Truth
 - Finding New Members For Your Club
 - Evaluate to Motivate
 - Closing the Sale
 - Creating the Best Club Climate
 - Meeting Roles & Responsibilities
 - Mentoring
 - Keeping the Commitment
 - Going Beyond Our Club
 - How to be a Distinguished Club
 - The Toastmasters Educational Program

AFTER THE VISIT



- Submit visit report online by due date
- Follow up with Club about progress since visit
- Provide additional support as required
- Continuously monitor club's performance indicators

A VISIT THAT GUARANTEES CLUB & DISTRICT SUCCESS!





QUESTIONS?