



Congratulations on your newly elected role as District Director! As District Director you play a key role on keeping your team focused on achieving your collective goals by June 30<sup>th</sup> through ensuring every activity you & your team conduct directly contributes to building new clubs and supporting all clubs in achieving excellence. Here's a suggested plan to help you make the most of your first 100 days following your election.

### **Weeks 1-2:**

1. Familiarize yourself with the [role and responsibilities](#) of a District Director, including the [District Leadership Handbook](#), Pre-District Leader Training Modules and [other resources](#) provided by Toastmasters International.
2. Meet with your team members to:
  - A) Get to know each member's strengths and areas for development. This will include exploring how they like to communicate, be supported and held accountable for their role.
  - B) Develop a plan to support and develop each team member to ensure they are equipped to effectively fulfill their role.
  - C) Agree on regular meeting times as a team.
  - D) Discuss seeking a mentor for your team to help keep you accountable & focused during the year.
3. SWOT analysis - Conduct a SWOT analysis (strengths, weaknesses, opportunities, and threats) to identify areas of strength and areas for improvement for the district.
4. Future state vision – Working with your team develop a vision for where the district will be in three years. This will support your planning process in the coming weeks as you plan the upcoming year on the path to the three year vision.
5. Convention – Plan to register and attend for the International Convention. District leaders (District Director, Program Quality Director and Club Growth Director) will be sent registration information shortly after elections. World Headquarters will book your flights or reimburse mileage to attend. Convention registration is discounted for the District Director and regular price for the Program Quality and Club Growth Directors. It is up to the district and must be budgeted for if you wish to pay with district funds for convention registration, accommodation and meal reimbursements up to \$30 USD per day.
6. Submit a list of District Leaders – if your district has leaders to appoint as well now is the time to submit their names as well in addition to those elected at the annual business meeting.



#### **Weeks 3-4:**

7. Develop a proposed tactical plan - Use the information you've gathered to develop a draft high-level plan that will focus on the district mission and shrinking/eliminating some of the weaknesses/threats from the SWOT. Identify specific goals and objectives that will support you and the team in keeping focused. Include in your plan how you will track progress and mitigate risks. This will be used to populate the District Success Plan in the coming weeks.
8. Work with team to establish a strong communication plan - Develop a comprehensive communication plan that will help you communicate with all members including District team members. This may include newsletters, social media, and other communication tools.
9. Interviews – Coordinate interviews with candidates for the International Board. Time at the convention is always limited so it is much more effective to meet prior to the convention. Consider what kind of strategic items are of importance to your team to raise in these interviews.

#### **Weeks 5-6:**

10. Build relationships with broader leadership team - Take the time to build strong relationships with as many leaders as possible in the district as well as your Region Advisor. This will help you gain support for your plans during the course of the program year.
11. Establish a leadership recognition program – Create a program to recognize leaders for their accomplishments. It is important to recognize and reward the members of your team who are offering their time in service to the district.
12. Work with the Program Quality and Club Growth Directors to create excellence plans within their areas of responsibility. These detailed plans can feed into your District Success Plan.

#### **Weeks 7-8:**

13. District Success Plan – Utilizing the information gathered in the previous weeks draft your District Success Plan as a core leadership team.
14. Calendar – Work with your team to create a district calendar for the program year. This can utilize a combination of important deadlines from the district timeline in the District Leadership Handbook and events you have planned during the course of the year.



**Weeks 9-10:**

15. Budget Development – Draft a financial budget to meet your goals outlined in your plans for the year.

**Weeks 11-12:**

16. Train Division and Area Directors –Consider how this training can be utilized to raise the knowledge of leaders while also further building relationships.
17. Submit documents to World Headquarters – Reminder to submit your District Leader List, Calendar, District Success Plan and Budget as they are prepared and approved. Note the deadlines for each of these in the District Leader Handbook.

**Weeks 13-16:**

18. Evaluate the success of the first 100 days - Take the time to evaluate the success of your first 100 days since election. Identify areas of success and areas for improvement and use this information to guide your future work as the District Director.
19. Celebrate successes and recognize team members - Take the time to celebrate successes and recognize team members for their hard work and contributions to the district mission.
20. Bank accounts – If your district has a bank account prepare to transition the signatories to the District Director, Program Quality Director, Club Growth Director, and Finance Manager.