|  |  |  |  |
| --- | --- | --- | --- |
| **[Letter] Division Director**  [Name]  **Area X Director**  [Name]  **Area X Director**  [Name]  **Area X Director**  [Name]  **Area X Director**  [Name]  **Area X Director**  [Name]  **Area X Director**  [Name]  **District Website**  [www.d90toastmasters.org.au](http://www.d90toastmasters.org.au)  **Toastmasters International**  [www.toastmasters.org](http://www.toastmasters.org)  **District Mission**  We build new clubs and support all clubs in achieving excellence  **Toastmasters Core Values**  Integrity  Respect  Service  Excellence | **9:00** | **Division Director calls meeting to order** | **[Name]** |
|  | Welcome and apologies |  |
|  | Area Director Introductions |  |
|  |  |  |
| **9:10** | **Area Councils** | **[Name]** |
|  | * Discussion on minimum requirements for Area Councils for [TM Year] – intentions | Everyone |
|  |  |  |
| **9:20** | **Area Director Visit Reports** | **[Name]** |
|  | Division Director to discuss Area Director Reports |  |
|  | * Good/Bad/Ugly – Examples of AD reports |  |
|  | * First Visits (1 July to 30 November) |  |
|  | * Second Visits (1 January to 31 May) |  |
|  |  |  |
| **9:35** | **Club Leadership Training** | **[Name]** |
|  | * Round 1 Dates – venues/dates/times |  |
|  | * How Area Directors will encourage clubs to attend |  |
|  | * Communicating CLT to clubs |  |
|  |  |  |
| **9:45** | **Area Success Plans** | **Area Directors** |
|  | * Area Director Goals for [TM Year] |  |
|  | * Finding your successor |  |
|  |  |  |
| **10:00** | **Area & Division Contests** | **[Name]** |
|  | * Basic discussion on contests |  |
|  |  |  |
| **10:10** | **Division Success Plan** | **[Name]** |
|  | * Division Director shares Success Plan to team |  |
|  | * Macquarie Division adopts Success Plan |  |
|  |  |  |
| **10:20** | **Division Councils (Future)** | **[Name]** |
|  | * How we plan to meet and connect |  |
|  |  |  |
| **10:25** | **General Business** | **[Name]** |
|  | * General Business |  |
|  |  |  |
| **10:30** | **Division Director Adjourns Division Council** | **[Name]** |
|  | * Until next meeting |  |