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| **[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**IntegrityRespectServiceExcellence | **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)
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|  | * Second Visits (1 January to 31 May)
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|  |  |  |
| **9:35** | **Club Leadership Training** | **[Name]** |
|  | * Round 1 Dates – venues/dates/times
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|  | * How Area Directors will encourage clubs to attend
 |  |
|  | * Communicating CLT to clubs
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|  |  |  |
| **9:45** | **Area Success Plans** | **Area Directors** |
|  | * Area Director Goals for [TM Year]
 |  |
|  | * Finding your successor
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|  |  |  |
| **10:00** | **Area & Division Contests** | **[Name]** |
|  | * Basic discussion on contests
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| **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
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|  |  |  |
| **10:25** | **General Business** | **[Name]** |
|  | * General Business
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|  |  |  |
| **10:30** | **Division Director Adjourns Division Council** | **[Name]** |
|  | * Until next meeting
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