



# District 90 Toastmasters

## **SAMPLE AGENDA FOR AREA COUNCIL**

AREA # Council, Macquarie Division, District 90  
Venue: Brushfarm Academy, 19 Lawson Street  
Thursday, 6.30 pm, 21 July 2016

### A G E N D A

1. Apologies
2. Welcome by Area Director
3. 20 seconds introduction
4. Area Director's Report of DEC
5. Club Reports
6. Area Director's Club Visits
7. Club Leadership Training
8. Table Topics - Relevance and Printed in big fonts A4 paper
  - Questions which start with "How" requires specific knowlege and therefore inappropriate, eg "How to interview and employee"
9. Area Humorous Speech and Table Topics Contests
  - Host Club
  - Venue
  - Budget
  - Club Levy
  - Raffle
  - Any Other contribution/business
8. Club Success Plan
9. Distinguished Club Programme
10. General Business

**Note:** Area Directors -

- Agendas should be sent out at least one week before the AC
- Keep minutes and send them out asap
- Keep an apologies and attendance book/list
- A ring folder for all your documents

Club Officers on the Area Council are:

- Presidents
- Vice President Education
- Vice President Membership

The Area Council is open to all members.

Voting rights:

- Only the above mentioned three club officers can vote.
- If one is absent, the present Club Officer automatically holds the proxy, or the absentee can assign the proxy to another club member in written form eg by email.

Right to speak:

- All members have the right speak whether they are the above three club officers or not.

Reminder:

- Everything is transparent in Toastmasters.
- Know the Toastmasters Club Constitution well
- Know your role well. The District Leadership Handbook is a good start.
- We are here to help you succeed