



District Visit Responsibilities

IO/ID/RA

To assist with determining focus while participating in a District visit, the chart below identifies the area of responsibility for each leadership role.

Responsibility	International Officer Visits	International Director Visits	Region Advisor Visits
Share the organization's message.	✓	✓	
Review the Toastmasters International Strategic Plan and what it means for the District.	✓	✓	
Present corporate recognition awards.	✓	✓	
Give a keynote speech and education session during District conference.	✓	✓	
Attend District open house, summit, or meet and greet.	✓	✓	
Participate in media events.	✓	✓	✓
Discuss, support, and protect the organization's brand, intellectual property (logos, wordmark).	✓	✓	✓
Talk with members and leaders about Toastmasters programs and their experience.	✓	✓	✓
Identify and encourage leaders at all levels; talk about leadership opportunities at the District and international levels.	✓	✓	✓
Participate in new club-marketing visits.	✓	✓	✓
Teach corporate-visit skills and strategies to the Club Growth Director and assist with new corporate-club marketing visits.			✓
Provide marketing support and expertise that expands the Districts' capacity to grow clubs and membership.			✓
Help to assess each District's marketing systems.			✓
Assist with District Success Plans by helping to develop and support marketing strategies.			✓

Responsibility	International Officer Visits	International Director Visits	Region Advisor Visits
Discuss the District's membership building, club building, and retention strategy.			✓
Coach District leaders to develop as leaders and create succession plans.			✓
Establish trusting relationships with District leaders through frequent and consistent communication.			✓
Share District operations expertise so new leaders understand how to successfully manage the District.			✓
Leverage skills in conflict management by facilitating conflicts if necessary.			✓
Coach District leaders to achieve District Recognition Program goals.			✓
Use the District Success Plan to discuss the District's progress in the Distinguished District Program.			✓

International Directors are encouraged not to request a visit to a District that International Officers have visited or will visit in that particular year, unless it is a visit to your home District as a member.