



**DISTRICT 17 | 2020 - 2021**

**CALENDAR OF EVENTS AND IMPORTANT DATES**

ABB.	ROLE / GROUP	INCLUDES
AD	Area Director/s	
AM	Administration Manager	
CGD	Club Growth Director	
COT	Club Officer Training	
DC	District Council	District Executive Committee, Club Presidents, Club VPs Education
DCM	District Council Meeting	
DD	District Director	
DEC	District Executive Committee	DD, PQD, CGD, PRM, AM, FM, IPDD, DivD, AD
DECM	District Executive Committee Meeting	
DivD	Division Director/s	
DCJ	District Chief Judge	
DLC	District Leadership Committee	
DM	District Management	
DMM	District Management Meeting	DD, PQD, CGD, PRM. AM, RM, IPDD, DivD
DOT	District Officer Training	
FM	Finance Manager	
IPDD	Immediate Past District Director	
LM	Logistics Manager	
Parl	Parliamentarian	
PQD	Program Quality Director	
PRM	Public Relations Manager	
Trio	District Trio	DD, PQD, CGD
VDCM	Virtual District Council Meeting	
WHQ	World Headquarters	

IMPORTANT DATES TO REMEMBER	
<b>2020 WA Public Holidays</b>	
1 Jun	WA Day
27 Sep	Queen's Birthday
25 Dec	Christmas Day
27 Dec	Boxing Day holiday
<b>2021 WA Public Holidays</b>	
1 Jan	New Year's Day
26 Jan	Australia Day
1 Mar	Labour Day
2 Apr	Good Friday
5 Apr	Eastern Monday
25 Apr	Anzac Day
26 Apr	Anzac Day holiday
7 Jun	WA Day
<b>School Holidays</b>	
Sat 3 Jul to Sun 18 Jul 2020	
Sat 25 Sep to Sun 10 Oct 2020	
Fri 17 Dec 2020 to Sun 30 Jan 2021	
Fri 2 Apr to Sun 18 Apr 2021	
<b>Other Events</b>	
6 Sep	Father's Day
24 Sep	AFL Grand Final
9 May	Mother's Day

<u>JUNE 2020</u>	<u>JULY 2020</u>	<u>AUGUST 2020</u>	<u>SEPTEMBER 2020</u>	<u>OCTOBER 2020</u>	<u>NOVEMBER 2020</u>	<u>DECEMBER 2020</u>
<u>JANUARY 2021</u>	<u>FEBRUARY 2021</u>	<u>MARCH 2021</u>	<u>APRIL 2021</u>	<u>MAY 2021</u>	<u>JUNE 2021</u>	

**JUNE 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
MON	01-Jun-20	<b>WA DAY - PUBLIC HOLIDAY</b>		
		Finalise Agenda for DOT - source presenters	PQD	x
TUE	02-Jun-20			
WED	03-Jun-20	Send reminder to all Clubs for Club Officer Lists to TMI	DivD	x
THU	04-Jun-20	Incoming DivDs to set dates for Division Finals for Humorous & Table Topics in November	All DivD AM to send email to incoming DD	x
FRI	05-Jun-20	Ask for return of Perpetual Trophies for Awards Night	IPDD organising	x
SAT	06-Jun-20			
SUN	07-Jun-20			
MON	08-Jun-20			
TUE	09-Jun-20			
WED	10-Jun-20			
THU	11-Jun-20			
FRI	12-Jun-20			
SAT	13-Jun-20	Work on District Budget; District Calendar; District Success Plan; District Marketing Plan; District Educational Plan	Incoming District Trio, PRM, AM, FM, IPDD, DivD, AD	x
SUN	14-Jun-20			
MON	15-Jun-20			
TUE	16-Jun-20			
WED	17-Jun-20			
THU	18-Jun-20			
FRI	19-Jun-20			
SAT	20-Jun-20	District Leadership Training - Technology Park	Incoming District Trio, PRM, AM, FM, IPDD, DivD, AD	x
SUN	21-Jun-20			
MON	22-Jun-20			
TUE	23-Jun-20			

**JUNE 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
WED	24-Jun-20			
THU	25-Jun-20			
FRI	26-Jun-20			
SAT	27-Jun-20	<b>VIRTUAL TLI/COT (ROUND 1) #1</b>	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	x
		<b>LEADERSHIP GET TOGETHER</b> Discuss 2020 Dates	Existing & Incoming District Trio, PRM, AM, FM, IPDD, DivD, AD	x
SUN	28-Jun-20	Distinguished District, Division, Area and Club Programs begin	All	
		First round club visits period starts	AD	
		Trio Meeting and CGD Handover	All District members, District Trio	x
MON	29-Jun-20	Book venues for 2020 TLI/COT and DOT	PQD	
TUE	30-Jun-20	Order trophies for Division and Area	DD	
		Beat the Clock Membership Building Contest period ends		
		Club officers List due to WHQ for clubs who elect annually officers	Club Officers	
		Last Day of Toastmasters Year	All members	

<b>IMPORTANT TASKS FOR JUNE</b>				<b>Completed</b>
<ul style="list-style-type: none"> <li>• Start first round of Club Officer Training (Trio)</li> <li>• Start Division Director and Area Director training (Trio)</li> <li>• Plan District Calendar (DD)</li> <li>• Start Year-End Audit (FM)</li> <li>• Submit Area and Division alignment report on template provided (DD)</li> <li>• Meet with incoming District leaders about transitioning to next administration</li> <li>• Foster leadership team building</li> <li>• Pay all bills for the year by 30 June (FM)</li> <li>• Prepare files to hand over (FM)</li> </ul>				

**JULY 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
WED	01-Jul-20	Area Director Club Visits - 1 <sup>st</sup> round starts	AD	
		Administration Hand over	DD AM	
THU	02-Jul-20	Logistics Hand over	DD LM	
FRI	03-Jul-20			
SAT	04-Jul-20	<b>DMM #1</b> - send out Agenda	AM	x
SUN	05-Jul-20			
MON	06-Jul-20			
TUE	07-Jul-20			
WED	08-Jul-20	Discuss District Calendar	Trio, AM	x
THU	09-Jul-20			
FRI	10-Jul-20			
SAT	11-Jul-20	<b>DMM #1</b> - Send out any relevant Reports	AM	N/A
SUN	12-Jul-20	District Officer List due at WHQ	DD	x
		District Calendar due at WHQ	DD	x
		Area and Division Alignments due at WHQ	DD	x
		District Signature Form due at WHQ	DD & FM	x
MON	13-Jul-20			
TUE	14-Jul-20			
WED	15-Jul-20			
THU	16-Jul-20			
FRI	17-Jul-20			
SAT	18-Jul-20	<b>DISTRICT MANAGEMENT MEETING (DMM) #1</b> 9:00am–12:30pm at Blackburn Accounting Work on District Budget; District Calendar; District Success Plan; District Marketing Plan; District Educational Plan	Trio PRM AM FM IPDD Parl DivD	x
		<b>VDCM</b> - Call for Agenda Items	AM	x
SUN	19-Jul-20			

**JULY 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
MON	20-Jul-20			
TUE	21-Jul-20			
WED	22-Jul-20			
THU	23-Jul-20			
FRI	24-Jul-20	<b>DISTRICT 17 VIRTUAL AWARDS NIGHT</b>	IPDD PRM	x
SAT	25-Jul-20	<b>VDCM</b> - Call for Reports	AM	x
		<b>DECM #1</b> - Call for Agenda items and Reports	AM	x
		<b>DMM #2</b> - Call for Agenda items from Trio	AM	x
SUN	26-Jul-20	<b>VIRTUAL TLI/COT (ROUND 1) #2</b> 1.00pm to 4.30pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	x
MON	27-Jul-20			
TUE	28-Jul-20			
WED	29-Jul-20	Club Humorous Speech and Table Topics Contests period begins	Club officers and Club members	
THU	30-Jul-20	<b>VIRTUAL TLI/COT (ROUND 1) #3 (CORPORATE)</b> 6.00pm to 9.30pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	x
FRI	31-Jul-20	Introduction - Virtual District Leader Training	District Trio	x

**IMPORTANT TASKS FOR JULY**

**Completed**

- Continue first-round club officer training (District Trio DivD)
- Submit first-round club officer training reports online (PQD)
- Continue Division Director and Area Director training (DD PQD)
- Transfer all records to new administration (District Trio PRM FM AM LM)
- Contact clubs that have not submitted club officer lists (District Trio)
- Foster leadership team building (District Trio)
- Prepare previous year's financial records for submission to WHQ (FM)
- Prepare for September district executive meeting and district council meeting (DD)

**AUGUST 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SAT	01-Aug-20	Smedley Awards Membership Building Contest period begins	CGD, Club officers and Club members	
		<b>DECM #1</b> - Agenda items due to Administration Manager by 5pm	District Executive Committee members	x
		<b>DMM #1</b> - Send out Minutes and post to web	AM	
		<b>DMM #2</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	x
		Virtual District Leader Training	District Trio	x
SUN	02-Aug-20	Virtual District Leader Training	District Trio	x
MON	03-Aug-20			
TUE	04-Aug-20			
WED	05-Aug-20			
THU	06-Aug-20			
FRI	07-Aug-20			
SAT	08-Aug-20	<b>DECM #1</b> - Send out Agenda and post to web	AM	x
		<b>DMM #2</b> - Send out Agenda and post to web	AM	x
		Virtual District Leader Training	District Trio	x
SUN	09-Aug-20	Virtual District Leader Training	District Trio	x
MON	10-Aug-20			
TUE	11-Aug-20			
WED	12-Aug-20			
THU	13-Aug-20			
FRI	14-Aug-20			
SAT	15-Aug-20	<b>VDCM</b> - Agenda items due to Administration Manager by 5pm	All District Council Members	x
		<b>DECM #1</b> - Reports due to Administration Manager by 5pm	District Executive Committee members	x
		<b>DMM #2</b> - Send out any relevant Reports	AM	x
SUN	16-Aug-20	<b>MEMBERSHIP 101 (MEMBERSHIP BUILDING) WORKSHOP</b> 10.00am to 12.00pm - delivered Online via Zoom	TLI Training Group All members	x
MON	17-Aug-20			
TUE	18-Aug-20			

**AUGUST 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
WED	19-Aug-20			
THU	20-Aug-20			
FRI	21-Aug-20			
SAT	22-Aug-20	<b>AREA DIRECTOR MAKE UP TRAINING</b> 9.30am to 11.30am - Blackburn Accounting	Trio, DivD, AD	x
		<b>DISTRICT MANAGEMENT MEETING (DMM) #2</b> 1.00pm to 4.30pm - Blackburn Accounting	Trio PRM AM FM IPDD Parl DivD	x
		<b>VDCM</b> - Send out Agenda and registration link and post on web	AM	
		<b>DECM #1</b> - Send out Reports and post to web	AM	
SUN	23-Aug-20			
MON	24-Aug-20			
TUE	25-Aug-20			
WED	26-Aug-20	.		
THU	27-Aug-20			
FRI	28-Aug-20	Last Day to Train Club Officers	PQD	
		FM Submits Year End Audit to WHD and previous year's financial records	FM	
SAT	29-Aug-20	Last day to report District Officer appointments to WHQ	DD	
		Area Humorous Speech and Table Topics contests begin	AD	
		Remind clubs of October membership dues renewals	CGD (no grace period)	
		<b>VDCM</b> - Reports due to Administration Manager by 5pm - includes Budget, Audit Report, Profit and Loss Statement, Appointed Officers	Trio, PRM, AM, FM, IPDD, DivD, AD	
SUN	30-Aug-20			
MON	31-Aug-20			



## AUGUST 2020 [^TOP](#)

### IMPORTANT TASKS FOR AUGUST

Completed

- End first-round club officer training (PQD)
- Submit first-round club officer training reports online (PQD)
- End Division Director and Area Director training (DD & PQD)
- Attend District Leader Training prior to International Convention (District Trio)
- Create District budget (District Trio and FM)
- Prepare for September district executive meeting and district council meeting (District Trio AM FM)
- Prepare proxy/credentials forms for district conference (DD Parliamentarian)
- Prepare previous year's financial records for submission to WHD (Past DD Past FM)
- Pay all remaining prior year bills (Past DD Past FM)
- Finalise Conference bid for September Council meeting (PQD)

**SEPTEMBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
TUE	01-Sep-20			
WED	02-Sep-20			
THU	03-Sep-20			
FRI	04-Sep-20			
SAT	05-Sep-20	<b>VDCM REHEARSAL</b> 9:00am to 12:00pm at Technology Park, Bentley	Trio, PRM, AM, FM, Parl, DivD, AD, Credentials Committee, Tech Support, Meeting Procedures	
		<b>DISTRICT EXECUTIVE COMMITTEE MEETING (DECM) #1</b> 1:00pm to 5:30pm at Technology Park, Bentley	District Executive Committee Parl, Credentials Committee, Meeting Procedures	
		<b>VDCM</b> - Send out Reports and post to web	AM	
		<b>DMM #2</b> - Send out Minutes and post to web	AM	
SUN	06-Sep-20	Finalise Marketing Plan	District Trio	
MON	07-Sep-20			
TUE	08-Sep-20			
WED	09-Sep-20			
THU	10-Sep-20			
FRI	11-Sep-20			
SAT	12-Sep-20	<b>DMM #3</b> - Call for Agenda items from Trio	AM	
		October Dues Renewals reminder. Must be received at WHQ for Distinguished Club Program credit	CGD no grace period	
SUN	13-Sep-20			
MON	14-Sep-20			
TUE	15-Sep-20			
WED	16-Sep-20			
THU	17-Sep-20			
FRI	18-Sep-20			

**SEPTEMBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SAT	19-Sep-20	<b>VIRTUAL DISTRICT COUNCIL MEETING (VDCM)</b> 1:00pm – 5:00pm via Zoom	District Executive Committee, Parliamentarian, Credentials Committee, Tech Support, Meeting Procedures	
		<b>DECM #1</b> - Send out Minutes and post to web	AM	
		<b>DMM #3</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	
SUN	20-Sep-20			
MON	21-Sep-20			
TUE	22-Sep-20			
WED	23-Sep-20			
THU	24-Sep-20			
FRI	25-Sep-20			
SAT	26-Sep-20	<b>DMM #3</b> - Send out Agenda and post to web	AM	
SUN	27-Sep-20			
<b>MON</b>	<b>28-Sep-20</b>	<b>QUEEN'S BIRTHDAY - PUBLIC HOLIDAY</b>		
TUE	29-Sep-20			
WED	30-Sep-20	Appointment of District Leadership Committee Chair	DD	
		Smedley Award Membership Building Contest ends	All	
		Report of District Officer Training to WHD	DD	
		District Success Plan due to WHD	DD	
		Club Officer Training Reports due to WHD	PQD	
		District Budget due to WHD	DD, FM	
		October Dues Renewals due to WHD	Club Treasurers	

**IMPORTANT TASKS FOR SEPTEMBER**

**Completed**

- Finalise the District Success Plan and Budget (District Trio)
- Clubs submit dues renewals online (Club Treasurers)
- Send proxy/credentials forms to club presidents and vice president's education at least four weeks before the district council meeting (DD & AM)

**OCTOBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
THU	01-Oct-20			
FRI	02-Oct-20			
SAT	03-Oct-20	<b>VDCM</b> - Send out Minutes and post to web	AM	
		<b>DMM #3</b> - Send out any relevant Reports and post to web	AM	
SUN	04-Oct-20			
MON	05-Oct-20			
TUE	06-Oct-20			
WED	07-Oct-20			
THU	08-Oct-20			
FRI	09-Oct-20			
SAT	10-Oct-20	<b>DISTRICT MANAGEMENT MEETING (DMM) #3</b> 1:00pm to 4:30pm - Level 1/931 Albany Highway, East Victoria Park	Trio PRM AM FM IPDD Parl DivD	
SUN	11-Oct-20			
MON	12-Oct-20			
TUE	13-Oct-20			
WED	14-Oct-20			
THU	15-Oct-20			
FRI	16-Oct-20			
SAT	17-Oct-20			
SUN	18-Oct-20	<b>DMM #4</b> - Call for Agenda items from Trio	AM	
		<b>SOCIAL MEDIA WORKSHOP</b> 9:30am to 12:30pm at Technology Park, Bentley and online	PRM, All members <b>PQD to book venue</b>	
MON	19-Oct-20			
TUE	20-Oct-20			
WED	21-Oct-20			
THU	22-Oct-20			
FRI	23-Oct-20			



**OCTOBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SAT	24-Oct-20	<b>DISTRICT 17 ANNUAL QUIZ NIGHT</b> 6:30pm for 7:00pm start. <b>Venue TBC</b>	PRM, Southern Division Director, Area and Clubs and Conference Committee All members and guests	
		<b>DECM #2</b> - Call for Agenda items and Reports	AM	
		<b>DMM #3</b> - Send out Minutes and post to web	AM	
SUN	25-Oct-20	<b>DMM #4</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	
MON	26-Oct-20			
TUE	27-Oct-20			
WED	28-Oct-20	1 <sup>st</sup> Quarter Financial Manager's report due at WHQ	DD, FM	
THU	29-Oct-20	Appointment of Audit Committee	DD	
		Appointment of District Leadership Committee	DLC with approval of DD	
FRI	30-Oct-20			
SAT	31-Oct-20	<b>NORTHERN DIVISION: HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> <b>Time and Venue TBC</b>	All Northern, DivD and ADs Trio	
		<b>DECM #2</b> - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
		Area Director 1 <sup>st</sup> Round Club Visits ends	AD	
<b>IMPORTANT TASKS FOR OCTOBER</b>				<b>Completed</b>
<ul style="list-style-type: none"> <li>• Conduct October District Management Meeting</li> <li>• Plan audit committee appointments for Mid-Year Audit (DD)</li> <li>• Evaluate training for opportunities for improvement (District Trio)</li> <li>• Clubs submit dues renewals online on the 1st October 2020</li> </ul>				

**NOVEMBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SUN	01-Nov-20	<b>DMM #4</b> - Send out Agenda and post to web	AM	
MON	02-Nov-20	District Alignment Committee Chair appointed	DD	
TUE	03-Nov-20			
WED	04-Nov-20			
THU	05-Nov-20	<b>INNER CITY DIVISION: HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> 6.00pm to 9.30pm - <b>Venue TBC</b>	All Inner City, DivD and ADs Trio	
FRI	06-Nov-20			
SAT	07-Nov-20	<b>CENTRAL DIVISION: HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> 1.00pm-5.00pm - Technology Park, Bentley	All Central, DivD and ADs Trio	
		<b>DECM #2</b> - Send out Agenda and post to web	AM	
SUN	08-Nov-20	<b>DMM #4</b> - Send out any relevant Reports and post to web	AM	
MON	09-Nov-20			
TUE	10-Nov-20			
WED	11-Nov-20			
THU	12-Nov-20			
FRI	13-Nov-20			
SAT	14-Nov-20	<b>DOT (ROUND 2) #1</b> 9.00am to 12.00pm - Technology Park, Bentley	District Trio, PRM, FM, AM, Parl, DivD, AD	
		<b>EASTERN DIVISION: HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> 1:00pm to 5:00pm - Technology Park, Bentley	All Eastern, DivD, ADs	
		<b>DECM #2</b> - Reports due to Administration Manager by 5pm	District Executive Committee members	
SUN	15-Nov-20	<b>DISTRICT MANAGEMENT MEETING (DMM) #4</b> 1:00pm to 4:30pm Level 1/931 Albany Highway, East Victoria Park	Trio PRM AM FM IPDD Parl DivD	
MON	16-Nov-20			
TUE	17-Nov-20			

**NOVEMBER 2020 <sup>^TOP</sup>**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
WED	18-Nov-20			
THU	19-Nov-20	<b>TLI/COT2 REHEARSAL/BREAKOUTS</b> Time and Venue TBC	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group	
FRI	20-Nov-20			
SAT	21-Nov-20	<b>SOUTHERN DIVISION:</b> <b>HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> 2.00pm to 5.00pm, Venue TBC	All Northern, DivD, ADs	
		<b>DECM #2</b> - Send out Reports and post to web	AM	
SUN	22-Nov-20	Area Director reports submitted to Toastmasters International via District Central	AD	
MON	23-Nov-20			
TUE	24-Nov-20			
WED	25-Nov-20			
THU	26-Nov-20			
FRI	27-Nov-20	Deadline for Changes to Club Officer Training report	PQD	
SAT	28-Nov-20	<b>WESTERN DIVISION:</b> <b>HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS</b> 12.30pm to 4.00pm at Fremantle Park Sport and Community Centre	All Western, DivD, ADs	
		District Alignment Committee Appointed	DD	
SUN	29-Nov-20	<b>TLI/COT (ROUND 2) #1</b> 1.00pm to 4.30pm - Virtual TBC	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	
		<b>DMM #4</b> - Send out Minutes and post to web	AM	
MON	30-Nov-20			

**IMPORTANT TASKS FOR NOVEMBER**

**Completed**

- Contact clubs that have not paid dues (CGD)
- Share successes and challenges with other leaders
- Show appreciation for volunteers



**DECEMBER 2020 <sup>^TOP</sup>**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
TUE	01-Dec-20			
WED	02-Dec-20			
THU	03-Dec-20			
FRI	04-Dec-20			
SAT	05-Dec-20	<b>DISTRICT EXECUTIVE COMMITTEE MEETING (DECM) #2</b> Time and Venue TBC	District Trio, IPDD, PRM, DivD AD AM FM, Parliamentarian	
SUN	06-Dec-20	District Alignment Committee announced	DD	
MON	07-Dec-20			
TUE	08-Dec-20			
WED	09-Dec-20			
THU	10-Dec-20			
FRI	11-Dec-20			
SAT	12-Dec-20	Call for nominations for District Leadership roles 2021/2022	DD DLC AM	
		<b>DMM #5</b> - Call for Agenda items from Trio	AM	
SUN	13-Dec-20			
MON	14-Dec-20			
TUE	15-Dec-20			
WED	16-Dec-20			
THU	17-Dec-20			
FRI	18-Dec-20			
SAT	19-Dec-20	<b>DECM #2</b> - Send out Minutes and post to web	AM	
		<b>DMM #5</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	
SUN	20-Dec-20			
MON	21-Dec-20			
TUE	22-Dec-20			
WED	23-Dec-20			
THU	24-Dec-20			

**DECEMBER 2020 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
FRI	25-Dec-20	<b>CHRISTMAS DAY - PUBLIC HOLIDAY</b>		
SAT	26-Dec-20	<b>BOXING DAY</b>		
		DMM #5 - Send out Agenda and post to web	AM	
SUN	27-Dec-20			
MON	28-Dec-20	<b>BOXING DAY - PUBLIC HOLIDAY</b>		
TUE	29-Dec-20			
WED	30-Dec-20	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	Club Presidents and Club Secretaries	
THU	31-Dec-20	<b>NEW YEAR'S EVE</b>		
		Area Director second round visits begin	AD	
		Audit Committee begins tasks	Audit Committee	

**IMPORTANT TASKS FOR DECEMBER**

	Completed
<ul style="list-style-type: none"> <li>• Start second-round club officer training (PQD)</li> <li>• Submit second-round club officer training reports online (PQD)</li> <li>• Plan for elections (District Trio)</li> <li>• Plan for next district conference (District Trio)</li> <li>• Form alignment committee (DD)</li> <li>• Publish call for District leadership nominations (DD DLC AM)</li> <li>• Set date for audit (DD FM)</li> </ul>	

**JANUARY 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
FRI	01-Jan-21	<b>NEW YEAR'S DAY - PUBLIC HOLIDAY</b>		
		Alignment Committee begins work	Alignment Committee Chair and Committee	
SAT	02-Jan-21	<b>DMM #5</b> - Send out any relevant Reports and post to web	AM	
SUN	03-Jan-21			
MON	04-Jan-21			
TUE	05-Jan-21			
WED	06-Jan-21			
THU	07-Jan-21			
FRI	08-Jan-21			
SAT	09-Jan-21	<b>DISTRICT MANAGEMENT MEETING (DMM) #5</b> Time and Venue TBC	Trio PRM AM FM IPDD Parl DivD	
SUN	10-Jan-21			
MON	11-Jan-21			
TUE	12-Jan-21			
WED	13-Jan-21			
THU	14-Jan-21			
FRI	15-Jan-21	Club International Speech and Evaluation Contests period begins	Clubs	
SAT	16-Jan-21	<b>DMM #6</b> - Call for Agenda items from Trio	AM	
SUN	17-Jan-21	Mid-Year Training for Trio	Trio	
MON	18-Jan-21	Mid-Year Training for Trio	Trio	
TUE	19-Jan-21			
WED	20-Jan-21			
THU	21-Jan-21			
FRI	22-Jan-21			

**JANUARY 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SAT	23-Jan-21	Call for dates for Division Contests from Division Directors	AM	
		<b>DECM #3</b> - Call for Agenda items and Reports	AM	
		<b>DMM #5</b> - Send out Minutes and post to web	AM	
		<b>DMM #6</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	
SUN	24-Jan-21			
MON	25-Jan-21			
<b>TUE</b>	<b>26-Jan-21</b>	<b>AUSTRALIA DAY - PUBLIC HOLIDAY</b>		
WED	27-Jan-21			
THU	28-Jan-21	<b>TLI/COT (ROUND 2) - REHEARSAL/BREAKOUTS</b>	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group	
FRI	29-Jan-21			
SAT	30-Jan-21	Talk Up Toastmasters Membership Building Contest period beings	CGD, Club Officers, Club Members	
		Order awards for District speech contests held at Conference and Awards Night	DD	
		<b>DECM #3</b> - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
		<b>DMM #6</b> - Send out Agenda and post to web	AM	
SUN	31-Jan-21			

**IMPORTANT TASKS FOR JANUARY**

**Completed**

- Prepare Mid–Year Audit Report (FM)
- Continue second–round club officer training (PQD)
- Submit second–round club officer training reports online (PQD)
- Audit committee conducts audit
- Attend Mid–Year District Leader Training (District Trio)
- Alignment Committee commences tasks (Alignment Committee Chair & Alignment Committee)

**FEBRUARY 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
MON	01-Feb-21	Second round Area Director Club Report started	ADs	
		Talk Up Toastmasters Membership Building Contest Starts	All Clubs	
TUE	02-Feb-21			
WED	03-Feb-21			
THU	04-Feb-21	<b>TLI/COT (ROUND 2) #2</b> Time and Venue TBC - hosted by Inner City/Central	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	
FRI	05-Feb-21			
SAT	06-Feb-21	<b>DECM #3</b> - Send out Agenda items and post to web	AM	
		<b>DMM #6</b> - Send out any relevant Reports and post to web	AM	
SUN	07-Feb-21	<b>TLI/COT (ROUND 2) #3</b> South West/Bunbury TBC	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	
MON	08-Feb-21			
TUE	09-Feb-21			
WED	10-Feb-21			
THU	11-Feb-21			
FRI	12-Feb-21			
SAT	13-Feb-21	<b>DISTRICT MANAGEMENT MEETING (DMM) #6</b> Time and Venue TBC	Trio PRM AM FM IPDD Parl DivD	
		<b>DECM #3</b> - Reports due to Administration Manager by 5pm	District Executive Committee members	
SUN	14-Feb-21	<b>TLI/COT (ROUND 2) #4</b> Time TBC at MJAC Midland - hosted by Eastern Division	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	
		Book venues for next year's TLI/COT events	PQD	
MON	15-Feb-21	Mid-Year Audit Due at WHQ - first half of financial documents	DD, FM	
TUE	16-Feb-21			
WED	17-Feb-21			

**FEBRUARY 2021 <sup>^TOP</sup>**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
THU	18-Feb-21			
FRI	19-Feb-21			
SAT	20-Feb-21	<b>TLI/COT (ROUND 2) #5</b> Time and Venue TBC - hosted by Northern and Western Division	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	
		<b>DECM #3</b> - Send out Reports and post to web	AM	
SUN	21-Feb-21			
MON	22-Feb-21			
TUE	23-Feb-21			
WED	24-Feb-21			
THU	25-Feb-21			
FRI	26-Feb-21			
SAT	27-Feb-21	<b>LAST CHANCE CLUB OFFICER TRAINING</b> Time TBC Virtual	PQD	
		Last day for District Officer Nominations	All members	
		<b>DMM #6</b> - Send out Minutes and post to web	AM	
SUN	28-Feb-21	Dates for Division Contests due to Administration Manager	DivD	

**IMPORTANT TASKS FOR FEBRUARY**

**Completed**

- Prepare Mid-Year Audit Report (FM)
- Continue second-round club officer training (PQD)
- Submit second-round club officer training reports online (PQD)
- Audit committee conducts audit
- Attend Mid-Year District Leader Training (District Trio)
- Publish call for candidates (DD AM)
- Alignment Committee commences tasks (CGD & Alignment Committee)

**MARCH 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
MON	01-Mar-21	<b>LABOUR DAY - PUBLIC HOLIDAY</b>		
TUE	02-Mar-21			
WED	03-Mar-21			
THU	04-Mar-21			
FRI	05-Mar-21			
SAT	06-Mar-21	<b>DISTRICT EXECUTIVE COMMITTEE MEETING (DECM) #3</b> 1.00pm to 5.00pm - Venue TBC	District Trio, PRM, DivD AD AD FM	
SUN	07-Mar-21	<b>DECM #4</b> - Call for Agenda items and Reports	AM	
MON	08-Mar-21			
TUE	09-Mar-21			
WED	10-Mar-21			
THU	11-Mar-21			
FRI	12-Mar-21			
SAT	13-Mar-21	April Dues Renewals must be received at WHQ for Distinguished Club Program credit (Second reminder)	CGD (No Grace period)	
		<b>DMM #7</b> - Call for Agenda items from Trio	AM	
SUN	14-Mar-21	<b>DECM #4</b> - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
MON	15-Mar-21	Request for Nominations for Toastmaster of the Year for the District sent to all Clubs - include nomination form	AM	
TUE	16-Mar-21			
WED	17-Mar-21			
THU	18-Mar-21			
FRI	19-Mar-21			
SAT	20-Mar-21	<b>DECM #3</b> - Send out Minutes and post to web	AM	
		<b>DMM #7</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	

**MARCH 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SUN	21-Mar-21	<b>DECM #4</b> - Send out Agenda and post to web	AM	
		Alignment Committee prepares report to be sent out on 3 April	Alignment Committee	
MON	22-Mar-21			
TUE	23-Mar-21			
WED	24-Mar-21			
THU	25-Mar-21			
FRI	26-Mar-21			
SAT	27-Mar-21	<b>DCM</b> - Call for Agenda items	AM	
		<b>DMM #7</b> - Send out Agenda and post to web	AM	
SUN	28-Mar-21	<b>DECM #4</b> - Reports due to Administration Manager by 5pm	District Executive Committee members	
MON	29-Mar-21	Talk Up Toastmasters Membership building contest period ends	CGD Club Officers & Club Members	
		Last day for Club Officer Training Reports to WHD	PQD	
		April Dues Renewals due to WHD	Club VPs Membership & Club Treasurer	
TUE	30-Mar-21			
WED	31-Mar-21			
<b>IMPORTANT TASKS FOR MARCH</b>				<b>Completed</b>
<ul style="list-style-type: none"> <li>• Clubs submit dues renewals online</li> <li>• Order speech contest awards (DD)</li> <li>• Prepare for May District conference, including District council meeting and District contests</li> <li>• Alignment Committee continues tasks (CGD &amp; Alignment Committee)</li> </ul>				



**APRIL 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
THU	01-Apr-21	Start pre-planning 21/22 COTs with TLI at TLI meeting	PQD and CGD	
FRI	02-Apr-21	<b>GOOD FRIDAY - PUBLIC HOLIDAY</b>		
SAT	03-Apr-21	<b>DCM</b> - Call for Reports	AM	
		<b>DECM #4</b> - Send out Reports and post to web	AM	
		<b>DMM #7</b> - Send out any relevant Reports and post to web	AM	
SUN	04-Apr-21	<b>EASTER SUNDAY</b>		
MON	05-Apr-21	<b>EASTER MONDAY - PUBLIC HOLIDAY</b>		
TUE	06-Apr-21			
WED	07-Apr-21			
THU	08-Apr-21	April Dues Renewals due to WHQ for DCP Credit	Club Treasurers	
FRI	09-Apr-21			
SAT	10-Apr-21	<b>DISTRICT MANAGEMENT MEETING (DMM) #7</b> 10.00am to 1.00pm - <b>Venue TBC</b>	Trio PRM AM FM IPDD Parl DivD	
SUN	11-Apr-21			
MON	12-Apr-21			
TUE	13-Apr-21	Final Call for Nominations for District Toastmaster of the Year	AM	
WED	14-Apr-21			
THU	15-Apr-21			
FRI	16-Apr-21			
SAT	17-Apr-21	District Leadership Committee report due to District Director	DLC	
SUN	18-Apr-21	<b>VIRTUAL DISTRICT EXECUTIVE COMMITTEE MEETING (DECM) #4</b> 1:00 to 4:00pm	District Trio, PRM, AM FM IPDD Parliamentarian DivD AD	
MON	19-Apr-21			
TUE	20-Apr-21			
WED	21-Apr-21			
THU	22-Apr-21			

**APRIL 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
FRI	23-Apr-21			
SAT	24-Apr-21	DCM - Agenda items due to Administration Manager by 5pm	District Council Members	
		DMM #7 - Send out Minutes and post to web	AM	
SUN	25-Apr-21	<b>ANZAC DAY</b>		
MON	26-Apr-21	<b>ANZAC DAY - PUBLIC HOLIDAY</b>		
TUE	27-Apr-21			
WED	28-Apr-21	Quarter 3 FM's Report	FM	
THU	29-Apr-21			
FRI	30-Apr-21	Close of Nominations for District Toastmaster of the Year	District Exec & Division Directors	
<b>IMPORTANT TASKS FOR APRIL</b>				<b>Completed</b>
<ul style="list-style-type: none"> <li>• Conduct April DEC Meeting</li> <li>• Clubs submit dues renewals online</li> <li>• May District Conference preparations continued</li> <li>• District Leadership Committee submits report to DD six weeks before District conference (17 April)</li> </ul>				

**MAY 2021** [^TOP](#)

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
SAT	01-May-21	DCM - Send out Agenda and proxy forms and post to web	AM	
		Beat the Clock Membership Building Contest period begins	CGD Club Officers & Club Members	
SUN	02-May-21	<b>DECM #4</b> - Send out Minutes and post to web	AM	
MON	03-May-21			
TUE	04-May-21			
WED	05-May-21			
THU	06-May-21			
FRI	07-May-21	<b>DMM #8</b> - Call for Agenda items from Trio	AM	
SAT	08-May-21	<b>WESTERN DIVISION: INTERNATIONAL SPEECH AND EVALUATION CONTEST FINALS</b> 12.30pm to 4.00pm at Fremantle Park Sport and Community Centre	All Western, DivD, ADs	
		DCM - Reports due to Administration Manager by 5.00pm - includes Alignment Report, Leadership Report, Profit and Loss Statement, Audit Report	Trio, PRM, AM, FM, IPDD, DivD, AD	
SUN	09-May-21			
MON	10-May-21			
TUE	11-May-21			
WED	12-May-21			
THU	13-May-21			
FRI	14-May-21	<b>DMM #8</b> - Agenda items from Trio due to Administration Manager by 5pm	Trio	
SAT	15-May-21	DCM - Send out Reports and post to web	AM	
		<b>DMM #1 (21/22)</b> - Call for Agenda items from outgoing and incoming Trio	AM	
SUN	16-May-21			
MON	17-May-21			
TUE	18-May-21			
WED	19-May-21			
THU	20-May-21			

**MAY 2021** [^TOP](#)

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
FRI	21-May-21	<b>DMM #8</b> - Send out Agenda and post to web	AM	
SAT	22-May-21	<b>DMM #1 (21/22)</b> - Agenda items due from Trios to Administration Manager by 5pm	AM	
SUN	23-May-21			
MON	24-May-21			
TUE	25-May-21			
WED	26-May-21	<b>DMM #8</b> - Send out any relevant Reports and post to web	AM	
		<b>DMM #1 (21/22)</b> - Send out Agenda and post to web	AM	
THU	27-May-21	Second-round Area Director club visits should be completed and Area Visit Reports submitted online	AD	
		Changes to Club Officer Training Report due to WHD	PQD	
		Start working on year-end audit	DD FM	
		Publicise Awards Night - Friday 9 July 2021	PRM	
FRI	28-May-21	<b>2021 DISTRICT 17 CONFERENCE - DAY #1</b> Bunbury	All Members	
		<b>DISTRICT SPEECH CONTEST FINAL - TBC</b>		
SAT	29-May-21	<b>2021 DISTRICT 17 CONFERENCE - DAY #2</b> Bunbury	All Members	
		<b>DISTRICT SPEECH CONTEST FINAL - TBC</b>		
		<b>DISTRICT SPEECH CONTEST FINAL - TBC</b>		
		<b>DISTRICT COUNCIL MEETING (DCM)</b> Time TBC - Bunbury	All Council Members, Parliamentarian, Credentials Committee, Meeting Procedures Club	
SUN	30-May-21	<b>2021 DISTRICT 17 CONFERENCE - DAY #3</b> Bunbury	All Members	
		<b>DISTRICT SPEECH CONTEST FINAL - TBC</b>		
		<b>I AM A TOASTMASTER DAY</b>	All Members	
MON	31-May-21	Second Area Director Club Report Submitted	ADs	

**MAY 2021 [^TOP](#)**

**IMPORTANT TASKS FOR MAY**

**Completed**

- Plan for the transition of district leaders
- Contact clubs that have not paid dues (CGD)
- Report election results soon after District Conference (DD)
- Report District International Speech Contest Winner soon after District Conference (DD Elect)
- Send proxy/credentials forms to club presidents and vice president's education with Agenda for DCM (AM)
- Publish District Leadership Committee report four weeks before district conference (DD)

**JUNE 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
TUE	01-Jun-21			
WED	02-Jun-21	Prepare Agenda for DOT – Source Presenters	PQD	
THU	03-Jun-21			
FRI	04-Jun-21	<b>VIRTUAL DISTRICT MANAGEMENT MEETING (DMM) #8</b> 6.00pm to 7.30pm - Virtual	Trio PRM AM FM IPDD Parl DivD	
		Send reminder to all Clubs to update Club Officer Lists on TI website	DivD	
SAT	05-Jun-21	Incoming Division Directors to set dates for Division Finals of Humorous Speech and Table Topics in November	All DivD AM to send email	
		Order new District Officer Badges	Incoming DD	
		<b>DMM #1 (21/22)</b> - Send out any relevant Reports and post to web	AM	
SUN	06-Jun-21	Ask for return of Perpetual Trophies for Awards Night	DD PRM	
MON	07-Jun-21	<b>WA DAY – PUBLIC HOLIDAY</b>		
TUE	08-Jun-21			
WED	09-Jun-21			
THU	10-Jun-21			
FRI	11-Jun-21			
SAT	12-Jun-21	<b>LEADERSHIP GET TOGETHER</b> Discuss 2020/2021 TLI/COT Dates <b>DISTRICT MANAGEMENT MEETING (DMM) #1 2020–2021 HAND OVER</b> Work on District Budget; District Calendar; District Success Plan; District Marketing Plan; District Educational Plan <b>Time and Venue TBC</b>	Existing & Incoming District Trio PRM AM FM IPDD Parl DivD	
		<b>DCM</b> - Send out Minutes and post to web	AM	
SUN	13-Jun-21			
MON	14-Jun-21			
TUE	15-Jun-21			
WED	16-Jun-21			
THU	17-Jun-21			

**JUNE 2021 [^TOP](#)**

Day	Date	Event/Important Date	Attendance/Actioned By	Completed
FRI	18-Jun-21	<b>DMM #8</b> - Send out Minutes and post to web	AM	
SAT	19-Jun-21			
SUN	20-Jun-21			
MON	21-Jun-21			
TUE	22-Jun-21			
WED	23-Jun-21			
THU	24-Jun-21			
FRI	25-Jun-21			
SAT	26-Jun-21	<b>DMM #1 (21/22)</b> - Send out Minutes and post to web	AM	
SUN	27-Jun-21			
MON	28-Jun-21			
TUE	29-Jun-21			
WED	30-Jun-21	Beat the Clock Membership Building Contest period ends	CGD Club Officers & Club Members	
		Club officers List due to WHQ for clubs who elect annually officers	Club Officers	
		Last Day of Toastmasters Year	All members	
		2020–2021 Annual Awards Night on Friday 9 July	DD, PRM	
<b>IMPORTANT TASKS FOR JUNE</b>				<b>Completed</b>
<ul style="list-style-type: none"> <li>• <b>Start first–round club officer training (District Trio)</b></li> <li>• <b>Start Division Director and Area Director training (District Trio)</b></li> <li>• Plan district calendar (DD)</li> <li>• Start Year–end Audit (FM)</li> <li>• Submit Area and Division alignment report on template provided (DD)</li> <li>• Meet with incoming district leaders about transitioning to next administration</li> <li>• Foster leadership team building</li> <li>• Pay all bills for the year by June 30 (FM)</li> <li>• Prepare files to hand over (FM)</li> <li>• Finalise preparations for Awards Night on Friday 9 July (DD PRM)</li> </ul>				