

2017-18 TOASTMASTERS DISTRICT 17 CALENDAR

JULY 2017			
Day	Date	Event/Important Date	Attendance/Actioned by
Sat	1 July 2017	<ul style="list-style-type: none"> The Distinguished District Division Area and Club programs begin. First round of club visits period starts TLI/COT #2 Trio Meeting CGD Handover 	All AD All district members District Trio
Sun	2 July 2017		Trio DivD
Mon	3 July 2017	Order Trophies for Area and Division	DD
Tue	4 July 2017	Administration Hand over	DD AM
Wed	5 July 2017	Logistics Hand over	DD LM
Thu	6 July 2017		
Fri	7 July 2017	Awards Night	All
Sat	8 July 2017		
Sun	9 July 2017		
Mon	10 July 2017		
Tue	11 July 2017		
Wed	12 July 2017		
Thu	13 July 2017		
Fri	14 July 2017		
Sat	15 July 2017	<ul style="list-style-type: none"> TLI/COT All Club Officers District Officer List Due at World Headquarters District Calendar Due at WHD Area and Division Alignments Due at WHD District Signature Form Due at WHD 	District Trio DivD AD District Director District Director District Director District Director & FM
Sun	16 July 2017	Trio Meeting PRM Planning Marketing Planning	District Trio PRM
Mon	17 July 2017	Book Venues for 2018 TLI and DOT	PQD
Tue	18 July 2017		
Wed	19 July 2017		
Thu	20 July 2017	TLI/COT #3	District Exec Division & AD & Club Officers
Fri	21 July 2017		
Sat	22 July 2017		
Sun	23 July 2017		
Mon	24 July 2017		
Tue	25 July 2017		
Wed	26 July 2017		
Thu	27 July 2017		
Fri	28 July 2017		
Sat	29 July 2017	<ul style="list-style-type: none"> DMM # 1 - 1:00pm-3:00pm Work on District Success Plan and Budget 	District Trio DivD PRM FM AM
Sun	30 July 2017	<ul style="list-style-type: none"> Free Toast Host/Social Media Workshop – 9:30 pm for 10:00pm -12:30pm Bentley TLI/COT #4 1pm for 1:15pm-5pm 	PQD District Exec Division & AD & Club Officers
Mon	31 July 2017		

Important Tasks for July

- 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 WHD (FM)

LEGEND

- **District Trio** – District Director (DD); Program Quality Director (PQD); Club Growth Director (CGD)
- Division Directors - (DivD)
- Administration Manager - (AM)
- Logistics Manager (LM)
- District Officer Training – (DOT)
- **District Management Meeting** – DMM (District Trio, PRM, DivD, FM, AM)
- Public Relations Manager (PRM)
- Area Director - (AD)
- Finance Manager - (FM)
- World Headquarters – WHQ
- District Chief Judge - DCJ

AUGUST 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Tue	1 August 2017	<ul style="list-style-type: none"> Smedley Awards Membership Building Contest period begins Club Humorous and Table Topics Contests period begin Area Director first round visits begin 	CGD Club Officers & Club Members
Wed	2 August 2017		
Thu	3 August 2017		
Fri	4 August 2017		
Sat	5 August 2017	<ul style="list-style-type: none"> E14 Area Comp Kalgoorlie 	District Trio DivD E14AD
Sun	6 August 2017	<ul style="list-style-type: none"> Kalgoorlie TLI 	District Trio DivD E14AD
Mon	7 August 2017		
Tue	8 August 2017		
Wed	9 August 2017		
Thu	10 August 2017		
Fri	11 August 2017		
Sat	12 August 2017		
Sun	13 August 2017		
Mon	14 August 2017		
Tue	15 August 2017		
Wed	16 August 2017	Travelling	District Trio
Thu	17 August 2017	Travelling	District Trio
Fri	18 August 2017		
Sat	19 August 2017		
Sun	20 August 2017	Conduct ID Candidate Interviews	District Trio
Mon	21 August 2017	District Leader Training – Vancouver, Canada	District Trio
Tue	22 August 2017	District Leader Training – Vancouver, Canada	District Trio
Wed	23 August 2017	International Convention	All Members
Thu	24 August 2017	International Convention & Semi-finals	All Members
Fri	25 August 2017	International Convention	All Members
Sat	26 August 2017	International Convention Contest Inauguration	All Members
Sun	27 August 2017		
Mon	28 August 2017		
Tue	29 August 2017		
Wed	30 August 2017		
Thu	31 August 2017	<ul style="list-style-type: none"> Last Day to Train Club Officers FM Submits Year End Audit to WHD and previous year's financial records 	AD FM

Important Tasks for August

- 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 October/November 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 Convention bid for November Council meeting (PQD)

SEPTEMBER 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Fri	1 September 2017	<ul style="list-style-type: none"> Last day to Report District Officer Appointments to WHD Area Humorous & Table Topics Contests begins Remind clubs of October Membership Dues Renewals 	DD CGD (no grace period)
Sat	2 September 2017		
Sun	3 September 2017		
Mon	4 September 2017		
Tue	5 September 2017		
Wed	6 September 2017		
Thu	7 September 2017		
Fri	8 September 2017	<ul style="list-style-type: none"> AM calls for agenda items for November District Council Meeting and Reports for DECM from Trio DivD AD and FM 	AM
Sat	9 September 2017		
Sun	10 September 2017	<ul style="list-style-type: none"> Trio Meeting – Finalised Marketing Plan 	District Trio
Mon	11 September 2017		
Tue	12 September 2017		
Wed	13 September 2017		
Thu	14 September 2017		
Fri	15 September 2017	<ul style="list-style-type: none"> October Dues Renewals Reminder. Must be received at WHQ for Distinguished Club Program credit 	CGD (no grace period)
Sat	16 September 2017	<ul style="list-style-type: none"> DMM #2 1:00pm-3:00pm Work on District Success plan 	DISTRICT TRIO PRM DivD FM AM
Sun	17 September 2017	<ul style="list-style-type: none"> Executive Meeting EM 1st quarter review and status check 	DISTRICTTRIO
Mon	18 September 2017		
Tue	19 September 2017		
Wed	20 September 2017		
Thu	21 September 2017		
Fri	22 September 2017		
Sat	23 September 2017		
Sun	24 September 2017	Trio Meeting – Finalise Budget	District Trio FM
Mon	25 September 2017	PUBLIC HOLIDAY	
Tue	26 September 2017		
Wed	27 September 2017		
Thu	28 September 2017		
Fri	29 September 2017		
Sat	30 September 2017	<ul style="list-style-type: none"> Smedley Award Membership Building Contest ends Report of District Officer Training to WHD District Success Plan due to WHD Club Officer Training Reports due to WHD District Budget due to WHD Call for reports for October DEC Meeting October Dues Renewals due to WHD 	All DD DD PQD DD FM AM District Trio PRM DivD AD FM Club VP Membership Club Treasurers

Important Tasks for September

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

OCTOBER 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Sun	1 October 2017	<ul style="list-style-type: none"> Appointment of Nominating Committee Chair DECM #1 Executive Meeting First Quarter review and status check 10am– 2:00 pm Technology Park 	DD District Trio, PRM, DivD AD AM FM
Mon	2 October 2017		
Tue	3 October 2017		
Wed	4 October 2017		
Thu	5 October 2017	Deadline for DivD AD to update their reports	DivD AD
Fri	6 October 2017		
Sat	7 October 2017		
Sun	8 October 2017	Trio Meeting OUT	District Trio
Mon	9 October 2017		
Tue	10 October 2017		
Wed	11 October 2017		
Thu	12 October 2017		
Fri	13 October 2017		
Sat	14 October 2017		
Sun	15 October 2017	<ul style="list-style-type: none"> Sponsors Mentors and Coaches (SMAC) Workshop Trio Meeting Train the Trainer for Speechcraft Workshop time and venue TBA 	PQD District Trio TBA
Mon	16 October 2017		
Tue	17 October 2017		
Wed	18 October 2017		
Thu	19 October 2017		
Fri	20 October 2017		
Sat	21 October 2017		
Sun	22 October 2017	<ul style="list-style-type: none"> Trio Meeting OUT 	
Mon	23 October 2017		
Tue	24 October 2017		
Wed	25 October 2017		
Thu	26 October 2017		
Fri	27 October 2017		
Sat	28 October 2017	Quiz Night 6:30pm for 7:00pm start	PRM All Clubs & District Trio
Sun	29 October 2017		
Mon	30 October 2017		
Tue	31 October 2017	<ul style="list-style-type: none"> Quarter 1 FM's report due at WHQ 	DD FM

Important Tasks for October

- Conduct October DEC Meeting
- Plan audit committee appointments for Mid-Year Audit (DD)
- Evaluate training for opportunities for improvement (District Trio)
- Clubs submit dues renewals online on the 1st October 2017

NOVEMBER 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Wed	1 November 2017	<ul style="list-style-type: none"> Appointment of the Audit Committee Appointment of Nominating Committee 	DD DD
Thu	2 November 2017		
Fri	3 November 2017		
Sat	4 November 2017		
Sun	5 November 2017	<ul style="list-style-type: none"> DMM #3 DMM 10:30am – 12:30pm Southern Division- Humorous and Table Topics Speech Contests 	Trio PRM DivD AM FM All Southern DivD ADs
Mon	6 November 2017		
Tue	7 November 2017		
Wed	8 November 2017		
Thu	9 November 2017		
Fri	10 November 2017		
Sat	11 November 2017	Eastern Division - Humorous and Table Topics Speech Contests	
Sun	12 November 2017		
Mon	13 November 2017		
Tue	14 November 2017		
Wed	15 November 2017		
Thu	16 November 2017	David Fisher International Director Visit	
Fri	17 November 2017	David Fisher International Director Visit	
Sat	18 November 2017	<ul style="list-style-type: none"> DOT Second Round Training 9:30-1:30pm District Council Meeting DCM 2:00pm – 5:00pm David Fisher International Director Visit 	District Trio PRM DivD AD AM FM LM Parliamentarian DivD AD Clubs Presidents & VPE's
Sun	19 November 2017	<ul style="list-style-type: none"> Emerging Leaders 10:00 -12:30pm TLI/COT Rehearsal 1:30pm – 3:30pm David Fisher International Director Visit 	PQD PQD
Mon	20 November 2017		
Tue	21 November 2017		
Wed	22 November 2017		
Thu	23 November 2017		
Fri	24 November 2017		
Sat	25 November 2017		
Sun	26 November 2017	Northern Division Humorous & Table Topics Speech Contests <ul style="list-style-type: none"> Deadline Area Visits Reports to be submitted 	All Northern DivD ADs
Mon	27 November 2017		
Tue	28 November 2017		
Wed	29 November 2017		
Sun	30 November 2017		
		<ul style="list-style-type: none"> End of First round of club visits and submission of reports to WHD Deadline for Changes to Club Officer Training report 	AD PQD

Important Tasks for November

- Conduct November District Council Meeting
- Contact clubs that have not paid dues (CGD)
- Share successes and challenges with other leaders
- Show appreciation for volunteers
- Publish call for candidates (DD Secretary)

DECEMBER 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Fri	1 December 2017	<ul style="list-style-type: none"> Period for second round of COT begins District Alignment Committee Appointed 	CGD & DDs
Sat	2 December 2017	Central Division - Humorous & Table Topics Speech Contests TLI/COT #1 1:15 – 5:30	All Central DivD ADs District Exec Division & AD & Club Officers
Sun	3 December 2017		
Mon	4 December 2017		
Tue	5 December 2017		
Wed	6 December 2017		
Thu	7 December 2017	<ul style="list-style-type: none"> District alignment committee announced 	CGD
Fri	8 December 2017		
Sat	9 December 2017		
Sun	10 December 2017	<ul style="list-style-type: none"> Trio Meeting 	District Trio
Mon	11 December 2017		
Tue	12 December 2017		
Wed	13 December 2017	<ul style="list-style-type: none"> Publish the call for candidates for District Officers 	Nomination Committee Chair
Thu	14 December 2017		
Fri	15 December 2017		
Sat	16 December 2017		
Sun	17 December 2017		
Mon	18 December 2017		
Tue	19 December 2017		
Wed	20 December 2017		
Thu	21 December 2017		
Fri	22 December 2017		
Sat	23 December 2017		
Sun	24 December 2017		
Mon	25 December 2017	Christmas Day	
Tue	26 December 2017	Boxing Day	
Wed	27 December 2017		
Thu	28 December 2017		
Fri	29 December 2017		
Sat	30 December 2017		
Sun	31 December 2017	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	Club Presidents and Club Secretaries.

Important Tasks for December

- Start second-round club officer training (PQD)
- Submit second-round club officer training reports online (PQD)
- Plan for elections (District Trio)
- Plan for next district conference (District Trio)
- Form alignment committee (DD)
- Publish call for candidates (District Trio)
- Set date for audit (DD FM)

JANUARY 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Mon	1 January 2018	NEW YEAR'S DAY	
		<ul style="list-style-type: none"> Area Director second round visits begin Audit committee begins tasks Mid Year Training held this month 	AD District Trio
Tue	2 January 2018		
Wed	3 January 2018		
Thu	4 January 2018	<ul style="list-style-type: none"> Alignment Committee begins work 	CGD & Committee
Fri	5 January 2018		
Sat	6 January 2018		
Sun	7 January 2018		
Mon	8 January 2018		
Tue	9 January 2018		
Wed	10 January 2018		
Thu	11 January 2018		
Fri	12 January 2018	<ul style="list-style-type: none"> FM completes the mid-year audit? Prepare for Proxy/Credentials 	District FM District Parliamentarian
Sat	13 January 2018		
Sun	14 January 2018		
Mon	15 January 2018		
Tue	16 January 2018	<ul style="list-style-type: none"> Club International & Evaluation Contests period begin 	
Wed	17 January 2018		
Thu	18 January 2018		
Fri	19 January 2018		
Sat	20 January 2018		
Sun	21 January 2018	DMM #4	TRIO PRM DivD AM FM
Mon	22 January 2018		
Tue	23 January 2018		
Wed	24 January 2018		
Thu	25 January 2018		
Fri	26 January 2018	Australia Day	
Sat	27 January 2018		
Sun	28 January 2018	Trio Meeting	District Trio
Mon	29 January 2018		
Tue	30 January 2018		
Wed	31 January 2018		

Important Tasks for January

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

FEBRUARY 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Thu	1 February 2018	<ul style="list-style-type: none"> Talk Up Toastmasters Membership Building Contest period begins Order Awards for District Speech Contests held at Convention & Awards Night Membership & New Clubs Status TLI/COT Rehearsal 	CGD Club Officers and Club Members DD Trio PRM DivD AD AM FM PQD
Fri	2 February 2018	<ul style="list-style-type: none"> Alignment Committee continues tasks 	CGD & Committee
Sat	3 February 2018		
Sun	4 February 2018	<ul style="list-style-type: none"> TLI/COT South West 	Trio DivD AD
Mon	5 February 2018		
Tue	6 February 2018		
Wed	7 February 2018		
Thu	8 February 2018	TLI/COT #2	District Exec Division & AD & Club Officers
Fri	9 February 2018		
Sat	10 February 2018	TLI/COT #3	District Exec Division & AD & Club Officers
Sun	11 February 2018		
Mon	12 February 2018	Trio Meeting	District Trio
Tue	13 February 2018		
Wed	14 February 2018		
Thu	15 February 2018	Mid Year Audit Due at WHD First half of Financial Documents	DD FM
Fri	16 February 2018	Book Venues for next year's TLI (same venues if possible)	PQD
Sat	17 February 2018		
Sun	18 February 2018	<ul style="list-style-type: none"> Free Toast Host/Social Media TLI/COT #4 	District Exec Division & AD & Club Officers
Mon	19 February 2018		
Tue	20 February 2018		
Wed	21 February 2018		
Thu	22 February 2018		
Fri	23 February 2018		
Sat	24 February 2018	<ul style="list-style-type: none"> Trio Meeting E14 Contest – Kalgoorlie 	District Trio District Trio DivD E14AD
Sun	25 February 2018	TLI/COT Kalgoorlie	District Trio DivD E14AD
Mon	26 February 2018		
Tue	27 February 2018		
Wed	28 February 2018	Last Day to Train Club Officers Last Day for District Officer Nominations	AD All members

Important Tasks for February

- End second-round club officer training (PQD)
- Submit second-round club officer training reports online (PQD)
- Prepare proxy/credentials forms for district conference (DD & Parliamentarian)
- Order speech contest awards
- Prepare for May district conference including district council meeting and District contests
- Nominating committee submits report to DD six weeks before district conference
- Publish nominating committee report four weeks before district conference (DD)
- Alignment Committee continues tasks (CGD & Alignment Committee)

MARCH 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Thu	1 March 2018	<ul style="list-style-type: none"> Remind clubs of April Membership Dues Renewals 	CGD
Fri	2 March 2018		
Sat	3 March 2018	<ul style="list-style-type: none"> Alignment Committee continues tasks 	DD CGD & Committee
Sun	4 March 2018		
Mon	5 March 2018	Public Holiday	
Tue	6 March 2018		
Wed	7 March 2018		
Thu	8 March 2018		
Fri	9 March 2018	<ul style="list-style-type: none"> AM calls for agenda items for May District Council Meeting and Reports for DECM 	AM
Sat	10 March 2018		
Sun	11 March 2018	Trio Meeting – ELECTION	Trio PRM DivD AD's FM
Mon	12 March 2018		
Tue	13 March 2018		
Wed	14 March 2018		
Thu	15 March 2018	April Dues Renewals must be received at WHQ for Distinguished Club Program credit (Second reminder)	CGD (No Grace period)
Fri	16 March 2018		
Sat	17 March 2018		
Sun	18 March 2018	<ul style="list-style-type: none"> DMM #5 10:am-12pm Discuss & District Conference Contests Train the Trainer Speechcraft 	Trio PRM DivD AD AM FM All members
Mon	19 March 2018		
Tue	20 March 2018		
Wed	21 March 2018		
Thu	22 March 2018		
Fri	23 March 2018	Nominations for Toastmaster of the Year for the District sent to all Clubs Call for reports for April DECM Meeting	AM
Sat	24 March 2018	Northern Division Contest - International and Evaluation Speech Contest	All Members Northern Division DivD AD
Sun	25 March 2018	Trio Meeting	
Mon	26 March 2018		
Tue	27 March 2018		
Wed	28 March 2018		
Thu	29 March 2018		
Fri	30 March 2018	Good Friday	
Sat	31 March 2018	<ul style="list-style-type: none"> Talk Up Toastmasters Membership building contest period ends Last day for Club Officer Training Reports to WHD Nominating Committee Report due to DD April Dues Renewals due to WHD 	CGD Club Officers & Club Members PQD Nominating Committee Chair Club VPs Membership & Club Treasurer

Important Tasks for March

- Clubs submit dues renewals online
- Order speech contest awards (DD)
- Send proxy/credentials forms to club presidents and vice president's education at least two weeks before the district conference (DD &/or Parliamentarian)
- Prepare for May district conference, including district council meeting and District contests
- Nominating committee submits report to DD six weeks before District conference
- Publish nominating committee report four weeks before district conference (DD)
- Alignment Committee continues tasks (CGD & Alignment Committee)

APRIL 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Sun	1 April 2018	Easter Sunday	All Members Central DivD AD's
Mon	2 April 2018	Easter Monday Nominating Committee Report to District Council Members	AM
Tue	3 April 2018	Alignment Proposal sent to club Presidents for review	AM
Wed	4 April 2018		
Thu	5 April 2018		
Fri	6 April 2018		
Sat	7 April 2018	<ul style="list-style-type: none"> Southern Division Contest – International and Evaluation Speech Contest Alignment Committee prepares report 	CGD & Committee
Sun	8 April 2018	<ul style="list-style-type: none"> DECM #2 Executives 9:30-12-30pm Northern Division – International and Evaluation Speech Contest 	District Trio, PRM, DivD AD AD FM Parliamentarian All Members Southern DivD & AD's
Mon	9 April 2018		
Tue	10 April 2018	April Dues Renewals due to WHQ for DCP Credit	
Wed	11 April 2018		
Thu	12 April 2018		
Fri	13 April 2018		
Sat	14 April 2018	Eastern Division – International and Evaluation Speech Contest	
Sun	15 April 2018		
Mon	16 April 2018		
Tue	17 April 2018		
Wed	18 April 2018		
Thu	19 April 2018		
Fri	20 April 2018		
Sat	21 April 2018		
Sun	22 April 2018	Trio Meeting	District Trio
Mon	23 April 2018	Final Call for Nominations for District TM of the Year	AM
Tue	24 April 2018		
Wed	25 April 2018	ANZAC Day	
Thu	26 April 2018		
Fri	27 April 2018		
Sat	28 April 2018		
Sun	29 April 2018	DMM #6 – 1:00-3:00pm Distinguished Status	District Trio, PRM, DivD AM FM
Mon	30 April 2018	Quarter 3 FM's Report	FM

Important Tasks for April

- Conduct April DEC Meeting
- Clubs submit dues renewals online
- May District Conference preparations continued
- Alignment Committee submits report to DMM & DEC Meetings (CGD)

MAY 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Mon	1 May 2018	Beat the Clock Membership Building Contest period begins	CGD Club Officers & Club Members
Tue	2 May 2018	Close of Nominations for District TM of the Year	District Exec & Division Directors
Wed	3 May 2018		
Thu	4 May 2018		
Fri	5 May 2018		
Sat	6 May 2018	Trio Meeting	District Trio
Sun	7 May 2018		
Mon	8 May 2018		
Tue	9 May 2018		
Wed	10 May 2018		
Thu	11 May 2018		
Fri	12 May 2018		
Sat	13 May 2018		
Sun	14 May 2018		
Mon	15 May 2018		
Tue	16 May 2018		
Wed	17 May 2018		
Thu	18 May 2018		
Fri	19 May 2018		
Sat	20 May 2018	Trio Meeting	District Trio
Sun	21 May 2018		
Mon	22 May 2018		
Tue	23 May 2018		
Wed	24 May 2018		
Thu	25 May 2018		
Fri	26 May 2018	<ul style="list-style-type: none"> • District Convention 	All Members
Sat	27 May 2018	<ul style="list-style-type: none"> • District Convention • District Council Business Meeting 	All Members
Sun	28 May 2018	<ul style="list-style-type: none"> • District Convention 	All Members
Mon	29 May 2018	<ul style="list-style-type: none"> • Second-round Area Director club visits should be completed and Area Visit Reports submitted online • Changes to Club Officer Training Report due to WHD • Start planning District Calendar • Start working on year-end audit • Publicise Awards Night 6 July 	AD PDQ District Trio Elect DD FM PRM
Tue	30 May 2018		
Wed	31 May 2018		

Important Tasks for May

- Plan for the transition of district leaders
- Contact clubs that have not paid dues (CGD)
- May District conference preparations continued
- Report election and appointment results soon after District Conference (DD)
- Report District International Speech Contest Winner soon after District Conference (DD Elect)

JUNE 2018

Day	Date	Event/Important Date	Attendance/Actioned by
Fri	1 June 2018		
Sat	2 June 2018	<ul style="list-style-type: none"> Send Congratulatory emails to Distinguished Areas and Divisions – Remind them what they need to do to get to the next level 	DD
Sun	3 June 2018	<ul style="list-style-type: none"> Ask incoming Division Directors to prepare COT Trio Meeting and Handover 	PQD Outgoing District Trio Incoming District Trio
Mon	4 June 2018	WA DAY – PUBLIC HOLIDAY	
		Prepare Agenda for DOT – Source Presenters	PQD
Tue	5 June 2018		
Wed	6 June 2018	Send reminder to all Clubs for Club Officer Lists to TMI	DivD
Thu	7 June 2018	Incoming Division Directors to set dates for Division Finals of Humorous & Table Topics in November Order new District Officer Badges	All DivD – AM to send memo Incoming DD
Fri	8 June 2018	Ask for return of Perpetual Trophies for Awards Night	
Sat	9 June 2018		
	10 June 2018	<ul style="list-style-type: none"> DMM #7 – Membership Distinguish Clubs Status 	Trio PRM DivD AD AM FM
Sun		Leadership Summit DOT#1 <ul style="list-style-type: none"> Handover and lessons learnt; Incoming Division Directors to set dates for Division Finals of all contests PDQ expectations from Division Directors CGD expectations from Division Directors 	Incoming District Trio DivD AM PRM IPDD FM
Mon	11 June 2018		
Tue	12 June 2018		
Wed	13 June 2018		
Thu	14 June 2018		
Fri	15 June 2018		
Sat	16 June 2018		
Sun	17 June 2018	Leadership Summit DOT#2 <ul style="list-style-type: none"> Discuss 2018 TLI/COT Dates DMM #1 2018-2019 Work on District Budget; District Calendar; District Success Plan; District Marketing Plan; District Educational Plan 	Incoming District Trio DivD PDD AM PRM FM AD
Mon	18 June 2018		
Tue	19 June 2018		
Wed	20 June 2018		
Thu	21 June 2018		
Fri	22 June 2018		
Sat	23 June 2018		
Sun	24 June 2018		
Mon	25 June 2018		
Tue	26 June 2018		
Wed	27 June 2018		
Thu	28 June 2018		
Fri	29 June 2018		
Sun	30 June 2018	<ul style="list-style-type: none"> Beat the Clock Membership Building Contest period ends Club officers List due to WHQ for clubs who elect annually officers Last Day of Toastmasters Year 	CGD Club Officers & Club Members

Important Tasks for June

- Start first-round club officer training (District Trio)
- Start Division Director and Area Director training (District Trio)
- Plan district calendar (DD)
- Start Year-end Audit (FM)

- Submit Area and Division alignment report on template provided (DD)
- Meet with incoming district leaders about transitioning to next administration
- Foster leadership team building
- Pay all bills for the year by June 30 (FM)
- Prepare files to hand over (FM)

HOLIDAYS TO REMEMBER

SCHOOL HOLIDAYS

- Sat 1 July - Sun 16 July 2017
- Sat 23 September - Sun 8 October 2017
- Fri 15 December 2017 – Tuesday 30 January 2018
- Sat 14 April - Sun 29 April 2018
- Sat 30 June - Sun 15 July 2018
 - GRAND FINAL - The 2018 Grand Final is scheduled for Saturday, September 30 at 2.30pm. AEST
 - CHINESE NEW YEAR 2018 - Friday, February 16, 2018
 - DIWALI - Thu, Oct 19, 2018

WA PUBLIC HOLIDAYS

2017

5 Jun	Mon	Western Australia Day
25 Sep	Mon	Queen's Birthday
25 Dec	Mon	Christmas Day
26 Dec	Tue	Boxing Day

2018

1 Jan	Mon	New Year's Day
26 Jan	Fri	Australia Day
5 Mar	Mon	Labour Day
30 Mar	Fri	Good Friday
2 Apr	Mon	Easter Monday
25 Apr	Wed	Anzac Day
4 Jun	Mon	Western Australia Day
24 Sep	Mon	Queen's Birthday
25 Dec	Tue	Christmas Day
26 Dec	Wed	Boxing Day