



DISTRICT 17 | 2021 - 2022

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	
2021 WA Public Holidays	
7 Jun	WA Day
27 Sep	Queen's Birthday
25 Dec	Christmas Day
27 Dec	Boxing Day holiday
2022 WA Public Holidays	
1 Jan	New Year's Day
26 Jan	Australia Day
7 Mar	Labour Day
15 Apr	Good Friday
18 Apr	Eastern Monday
25 Apr	Anzac Day
6 Jun	WA Day
School Holidays	
Sat 3 Jul to Sun 18 Jul 2021	
Sat 25 Sep to Sun 10 Oct 2021	
Fri 17 Dec 2021 to Sun 30 Jan 2022	
Sat 9 Apr to Mon 25 Apr 2022	
Sat 2 Jul to Sun 17 Jul 2022	
Other Events	
5 Sep	Father's Day
25 Sep	AFL Grand Final (TBC)
8 May	Mother's Day

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

JUNE 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Tuesday, 1 June 2021			
Wednesday, 2 June 2021	Prepare Agenda for DOT – Source Presenters	PQD	X
Thursday, 3 June 2021			
Friday, 4 June 2021	VIRTUAL DISTRICT MANAGEMENT MEETING(DMM) #8 6.00pm to 7.30pm-Virtual	Trio PRM AM FM IPDD Parl DivD	X
	Send reminder to all Clubs to update Club Officer Lists on TI website	DivD	X
Saturday, 5 June 2021	Incoming Division Directors to set dates for Division Finals of Humorous Speech and Table Topics in November	All DivD AM to send email	X
	Order new District Officer Badges	Incoming DD	X
	DMM #1 (21/22) - Send out any relevant Reports and post to web	AM	X
Sunday, 6 June 2021	Ask for return of Perpetual Trophies for Awards Night	DD PRM	X
Monday, 7 June 2021	WA DAY PUBLIC HOLIDAY		
Tuesday, 8 June 2021			
Wednesday, 9 June 2021			
Thursday, 10 June 2021			
Friday, 11 June 2021			
Saturday, 12 June 2021	DMM #2 – Call for Agenda items from Trio	AM	X
Sunday, 13 June 2021			
Monday, 14 June 2021			
Tuesday, 15 June 2021			
Wednesday, 16 June 2021			
Thursday, 17 June 2021			
Friday, 18 June 2021	DMM #8 - Send out Minutes and post to web	AM	X
Saturday, 19 June 2021	DISTRICT MANAGEMENT MEETING (DMM #1) - JOINT MEETING Location: Ibis Hotel Time: 8-10am DOT 10.30-2.30pm	Existing & Incoming District Trio, PRM, AM, FM, IPDD, DivD, AD	X
	DMM #2 - Agenda items from Trio due to Administration Manager by 5pm	Trio	X

Sunday, 20 June 2021			
Monday, 21 June 2021			
Tuesday, 22 June 2021	COT (Round 1) #1 Location: Zoom Time: 6pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
Wednesday, 23 June 2021			
Thursday, 24 June 2021			
Friday, 25 June 2021			
Saturday, 26 June 2021	DMM #1 (21/22) - Send out Minutes and post to web	AM	X
	DMM #2 - send out Agenda and post to web	AM	X
Sunday, 27 June 2021			
Monday, 28 June 2021			
Tuesday, 29 June 2021			
Wednesday, 30 June 2021	Beat the Clock Membership Building Contest period ends		X
	Club officers List due to WHQ for clubs who elect annually officers	Club Officers	X
	Last Day of Toastmasters Year	All members	X
	2020–2021 Annual Awards Night on Saturday 24 th July	DD, PRM	X

IMPORTANT TASKS FOR JUNE

Completed

- Finalise agenda for DOT and source presenters
- Start first round of Club Officer Training (Trio)
- Start Division Director and Area Director training (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 30 June (FM)
- Prepare files to hand over (FM)

JULY 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Thursday, 1 July 2021	Area Director Club Visits - 1 st round starts	AD	X
	Administration Hand over	DD, AM	X
Friday, 2 July 2021	Logistics Hand over	DD, LM	X
Saturday, 3 July 2021	DECM #1 - Call for Agenda items and Reports	AM	X
	DMM #2 - Send out any relevant Reports and post to web	AM	X
Sunday, 4 July 2021			
Monday, 5 July 2021			
Tuesday, 6 July 2021			
Wednesday, 7 July 2021			
Thursday, 8 July 2021			
Friday, 9 July 2021			
Saturday, 10 July 2021	DISTRICT MANAGEMENT MEETING (DMM #2) Location: Blackburn Accounting Time: 2-4pm	Trio, PRM, AM, FM, IPDD, Parl, DivD	X
Sunday, 11 July 2021	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
Monday, 12 July 2021	Work on District Budget, District Success Plan, District Marketing Plan	Trio, PRM, FM, IPDD, AM	X
	DECM #1 - Agenda items due to Administration Manager by 5pm	District Executive Committee members	X
Tuesday, 13 July 2021			
Wednesday, 14 July 2021			
Thursday, 15 July 2021			
Friday, 16 July 2021			
Saturday, 17 July 2021	VDCM - Call for Agenda Items	AM	X
	DECM #1 - Send out Agenda and post to web	AM	X

Sunday, 18 July 2021			
Monday, 19 July 2021			
Tuesday, 20 July 2021			
Wednesday, 21 July 2021			
Thursday, 22 July 2021			
Friday, 23 July 2021			
Saturday, 24 July 2021	COT (Round 1) #2 Eastern Location: Midland Junction Arts Centre Time: 9am-1pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
	2020–2021 Annual Awards Night Location: Tompkins Club Time: 6:00pm for a 6:30pm start	All Members	X
	VDCM - Call for Reports	AM	X
Sunday, 25 July 2021	DOT Location: Tech Park Time: 9.30am – 2pm	District Trio, PRM, AM, FM, Parl , DivD, AD	X
	DECM #1 - Reports due to Administration Manager by 5pm	District Executive Committee members	X
Monday, 26 July 2021			
Tuesday, 27 July 2021			
Wednesday, 28 July 2021	Club Humorous Speech and Table Topics Contests period begins	Club officers and Club members	X
Thursday, 29 July 2021	COT (Round 1) #3 Central Location: The Atrium Conference Centre Time: 6-9pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
Friday, 30 July 2021			
Saturday, 31 July 2021	DECM #1 - Send out Reports and post to web	AM	X
	Smedley Awards Membership Building Contest period begins	CGD, Club officers and Club members	X
	Trio Training 10-12pm	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 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Sunday, 1 August 2021			
Monday, 2 August 2021			
Tuesday, 3 August 2021			
Wednesday, 4 August 2021			
Thursday, 5 August 2021			
Friday, 6 August 2021			
Saturday, 7 August 2021	Trio Training	Trio	X
Sunday, 8 August 2021	COT (Round 1) #4 Northern Location: Zoom Time: 9am-12.30pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
Monday, 9 August 2021			
Tuesday, 10 August 2021			
Wednesday, 11 August 2021			
Thursday, 12 August 2021		Trio, DivD, AD	X
Friday, 13 August 2021			
Saturday, 14 August 2021	COT (Round 1) #5 Location: Tech Park Time: 9am – 12.30pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
	DISTRICT EXECUTIVE COMMITTEE MEETING (DECM #1) Location: Tech Park Time: 1:30 – 5pm	Trio, IPDD, PRM, AM FM, Parl, DivD, AD	X
	VDCM - Agenda items due to Administration Manager by 5pm	All District Council Members	X
	DMM #3 – Call for Agenda items from Trio	AM	X
Sunday, 15 August 2021			
Monday, 16 August 2021			
Tuesday, 17 August 2021			
Wednesday, 18 August 2021			

Thursday, 19 August 2021			
Friday, 20 August 2021			
Saturday, 21 August 2021	VDCM - Send out Agenda and registration link and post on web	AM	X
	DMM #3 - Agenda items from Trio due to Administration Manager by 5pm	Trio	X
	Trio District Training	Trio	X
Sunday, 22 August 2021	COT (Round 1) #6 Location: Online Time: 9am - 4.30pm	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
Monday, 23 August 2021			
Tuesday, 24 August 2021			
Wednesday, 25 August 2021			
Thursday, 26 August 2021			
Friday, 27 August 2021	FM Submits Year End Audit to WHD and previous year's financial records	FM	X
Saturday, 28 August 2021	VDCM - Reports due to Administration Manager by 5pm - includes Budget, Audit Report, Profit and Loss Statement, Appointed Officers	Trio, PRM, AM, FM, IPDD, DivD, AD	X
	DECM #1 - Send out Minutes and post to web	AM	X
	DMM #3 - send out Agenda and post to web	AM	X
	COT (Round 1) #7 SW – TB + Gavin, Kal JD	Trio, PRM. AM, FM, Parl, DivD, AD, TLI Training Group Club Officers	X
	Last day to report District Officer appointments to WHQ	DD	X
	Remind clubs of October membership dues renewals	CGD (no grace period)	X
Sunday, 29 August 2021			
Monday, 30 August 2021			
Tuesday, 31 August 2021	Pathways - What's in a Path #1 (PM, EH, VC) Workshop Location: Online Time: 7pm – 8.30pm		X

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 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Wednesday, 1 September 2021			
Thursday, 2 September 2021			
Friday, 3 September 2021			
Saturday, 4 September 2021	VDCM - Send out Reports and post to web	AM	X
	DMM #3 - Send out any relevant Reports and post to web	AM	X
Sunday, 5 September 2021	FATHER'S DAY		
Monday, 6 September 2021			
Tuesday, 7 September 2021			
Wednesday, 8 September 2021			
Thursday, 9 September 2021	Pathways - What's in a Path #2 (LD, MS, EC) Workshop Location: Online Time: 7pm – 8.30pm		X
Friday, 10 September 2021			
Saturday, 11 September 2021	October Dues Renewals reminder. Must be received at WHQ for Distinguished Club Program credit	CGD no grace period	X
Sunday, 12 September 2021	Successful Contests Workshop Location: Tech Park Time: 9.30am – 2.30pm		X
Monday, 13 September 2021	Pathways - What's in a Path #3 (IP, PI, DL) Workshop Location: Online Time: 7pm – 8.30pm		X
Tuesday, 14 September 2021			
Wednesday, 15 September 2021			
Thursday, 16 September 2021			
Friday, 17 September 2021			
Saturday, 18 September 2021	DISTRICT MANAGEMENT MEETING (DMM #3) Location: Online Time: 9.30am – 11am	Trio, PRM, AM, FM, IPDD, Parl, DivD	X

	VIRTUAL DISTRICT COUNCIL MEETING Location: Online Time: 1-4pm	District Executive Committee, Parliamentarian, Credentials Committee, Tech Support, Meeting Procedures	X
Sunday, 19 September 2021	Pathways Learning Workshop Location: Tech Park Time: 9.30am – 2.30pm		X
Monday, 20 September 2021			
Tuesday, 21 September 2021			
Wednesday, 22 September 2021			
Thursday, 23 September 2021	Pathways - What's in a Path #4 (SR, TC) Workshop Location: Online Time: 7pm – 8.30pm		X
Friday, 24 September 2021			
Saturday, 25 September 2021	AFL GRAND FINAL (TBC)		
	DMM #4 – Call for Agenda items from Trio	AM	X
Sunday, 26 September 2021			
Monday, 27 September 2021	QUEEN'S BIRTHDAY PUBLIC HOLIDAY		
Tuesday, 28 September 2021			
Wednesday, 29 September 2021			
Thursday, 30 September 2021	Smedley Award Membership Building Contest ends	All	X
	Report of District Officer Training to WHD	DD	X
	District Success Plan due to WHD	DD	X
	Club Officer Training Reports due to WHD	PQD	X
	District Budget due to WHD	DD, FM	X
	October Dues Renewals due to WHD	Club Treasurers	X
IMPORTANT TASKS FOR SEPTEMBER			Completed
<ul style="list-style-type: none"> ● 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 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Friday, 1 October 2021			
Saturday, 2 October 2021	VDCM - Send out Minutes and post to web	AM	X
	DMM #4 - Agenda items from Trio due to Administration Manager by 5pm	Trio	X
Sunday, 3 October 2021			
Monday, 4 October 2021			
Tuesday, 5 October 2021			
Wednesday, 6 October 2021			
Thursday, 7 October 2021			
Friday, 8 October 2021			
Saturday, 9 October 2021	DMM #4 - send out Agenda and post to web	AM	
Sunday, 10 October 2021			
Monday, 11 October 2021			
Tuesday, 12 October 2021			
Wednesday, 13 October 2021			
Thursday, 14 October 2021			
Friday, 15 October 2021			
Saturday, 16 October 2021	DMM #4 - Send out any relevant Reports and post to web	AM	
Sunday, 17 October 2021			
Monday, 18 October 2021			
Tuesday, 19 October 2021			
Wednesday, 20 October 2021			
Thursday, 21 October 2021			
Friday, 22 October 2021			
Saturday, 23 October 2021	DECM #2 - Call for Agenda items and Reports	AM	
	DISTRICT MANAGEMENT MEETING (DMM #4) Location: Online Time: 2-4pm	Trio, PRM, AM, FM, IPDD, Parl, DivD	

Sunday, 24 October 2021			
Monday, 25 October 2021			
Tuesday, 26 October 2021			
Wednesday, 27 October 2021	1st Quarter Financial Manager's report due at WHQ	DD, FM	
Thursday, 28 October 2021	Appointment of Audit Committee	DD	
Friday, 29 October 2021			
Saturday, 30 October 2021	WESTERN DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Time:	All Western, DivD, AD Trio	
	DECM #2 - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
Sunday, 31 October 2021	Leadership and Club Growth Training Workshop (SMAC) Location: Tech Park Time: 9.30am – 2.30pm		
	Area Director 1 st Round Club Visits ends	AD	
IMPORTANT TASKS FOR OCTOBER			Completed
<ul style="list-style-type: none"> ● Conduct October District Management 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 2020 			

NOVEMBER 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Monday, 1 November 2021	Appointment of District Leadership Chair	DD	
Tuesday, 2 November 2021			
Wednesday, 3 November 2021			
Thursday, 4 November 2021			
Friday, 5 November 2021			
Saturday, 6 November 2021	NORTHERN DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Highgate Time: 9AM	All Northern, DivD, AD Trio	
	DECM #2 - Send out Agenda and post to web	AM	
Sunday, 7 November 2021			
Monday, 8 November 2021			
Tuesday, 9 November 2021			
Wednesday, 10 November 2021	INNER CITY DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Time:	All Inner City, DivD, AD Trio	
Thursday, 11 November 2021			
Friday, 12 November 2021			
Saturday, 13 November 2021	SOUTHERN DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Time:	All Southern, DivD, AD Trio	
	DECM #2 - Reports due to Administration Manager by 5pm	District Executive Committee members	
Sunday, 14 November 2021	EASTERN DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Midland Junction Arts Centre Time: 1pm to 4pm	All Eastern, DivD, AD Trio	

Monday, 15 November 2021			
Tuesday, 16 November 2021			
Wednesday, 17 November 2021			
Thursday, 18 November 2021			
Friday, 19 November 2021			
Saturday, 20 November 2021	CENTRAL DIVISION HUMOROUS SPEECH AND TABLE TOPICS CONTEST FINALS Location: Time:	All Central, DivD, AD Trio	
	DECM #2 - Send out Reports and post to web	AM	
Sunday, 21 November 2021	Club Skills Workshop Location: Online Time: 9.30am – 2.30pm		
	Area Director reports submitted to Toastmasters International via District Central	AD	
Monday, 22 November 2021			
Tuesday, 23 November 2021			
Wednesday, 24 November 2021			
Thursday, 25 November 2021			
Friday, 26 November 2021			
Saturday, 27 November 2021			
Sunday, 28 November 2021			
Monday, 29 November 2021			
Tuesday, 30 November 2021	Appointment of District Leadership Committee	DLC with approval of DD	
IMPORTANT TASKS FOR NOVEMBER			Completed
<ul style="list-style-type: none"> ● NOVEMBER is Division Contest month for Humorous Speech and Table Topics - each Division should be added to the calendar ● Contact clubs that have not paid dues (CGD) ● Share successes and challenges with other leaders ● Show appreciation for volunteers 			

DECEMBER 2021 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Wednesday, 1 December 2021			
Thursday, 2 December 2021			
Friday, 3 December 2021			
Saturday, 4 December 2021	DISTRICT EXECUTIVE COMMITTEE MEETING (DECM #2) Location: Tech Park Time: 1pm	Trio, IPDD, PRM, AM FM, Parl, DivD, AD	
Sunday, 5 December 2021			
Monday, 6 December 2021			
Tuesday, 7 December 2021			
Wednesday, 8 December 2021			
Thursday, 9 December 2021			
Friday, 10 December 2021			
Saturday, 11 December 2021			
Sunday, 12 December 2021			
Monday, 13 December 2021	Call for nominations for District Leadership roles 2022/2023	DD, DLC, AM	
Tuesday, 14 December 2021			
Wednesday, 15 December 2021			
Thursday, 16 December 2021			
Friday, 17 December 2021			
Saturday, 18 December 2021	DECM #2 - Send out Minutes and post to web	AM	
	DMM #5 – Call for Agenda items from Trio	AM	
Sunday, 19 December 2021			
Monday, 20 December 2021			
Tuesday, 21 December 2021			
Wednesday, 22 December 2021			
Thursday, 23 December 2021			
Friday, 24 December 2021			
Saturday, 25 December 2021	CHRISTMAS DAY		

	DMM #5 - Agenda items from Trio due to Administration Manager by 5pm	Trio	
Sunday, 26 December 2021	BOXING DAY		
Monday, 27 December 2021	CHRISTMAS DAY PUBLIC HOLIDAY		
Tuesday, 28 December 2021	BOXING DAY PUBLIC HOLIDAY		
Wednesday, 29 December 2021			
Thursday, 30 December 2021	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	Club Presidents and Club Secretaries	
Friday, 31 December 2021	Area Director second round visits begin	AD	
	Audit Committee begins tasks	Audit Committee	
IMPORTANT TASKS FOR DECEMBER			Completed
<ul style="list-style-type: none"> ● 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 District leadership nominations (DD DLC AM) ● Set date for audit (DD FM) 			

JANUARY 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Saturday, 1 January 2022	NEW YEAR'S DAY		
	DMM #5 - send out Agenda and post to web	AM	
Sunday, 2 January 2022			
Monday, 3 January 2022	NEW YEAR'S DAY PUBLIC HOLIDAY		
Tuesday, 4 January 2022			
Wednesday, 5 January 2022			
Thursday, 6 January 2022			
Friday, 7 January 2022			
Saturday, 8 January 2022	DMM #5 - Send out any relevant Reports and post to web	AM	
Sunday, 9 January 2022			
Monday, 10 January 2022			
Tuesday, 11 January 2022			
Wednesday, 12 January 2022			
Thursday, 13 January 2022			
Friday, 14 January 2022	Club International Speech and Evaluation Contests period begins	Clubs	
Saturday, 15 January 2022	DISTRICT MANAGEMENT MEETING (DMM #5) Location: BA Time: 2-4	Trio, PRM, AM, FM, IPDD, Parl, DivD	
Sunday, 16 January 2022			
Monday, 17 January 2022			
Tuesday, 18 January 2022			
Wednesday, 19 January 2022			
Thursday, 20 January 2022			
Friday, 21 January 2022			
Saturday, 22 January 2022	Call for dates for Division Contests from Division Directors	AM	
Sunday, 23 January 2022			
Monday, 24 January 2022			

Tuesday, 25 January 2022			
Wednesday, 26 January 2022	AUSTRALIA DAY PUBLIC HOLIDAY		
Thursday, 27 January 2022			
Friday, 28 January 2022			
Saturday, 29 January 2022	DECM #4 - Call for Agenda items and Reports	AM	
Sunday, 30 January 2022	DMM #6 – Call for Agenda items from Trio	AM	
	Order awards for District speech contests held at Conference and Awards Night	DD	
Monday, 31 January 2022			
IMPORTANT TASKS FOR JANUARY			Completed
<ul style="list-style-type: none"> ● 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 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Tuesday, 1 February 2022	Second round Area Director Club Report started	AD	
	Talk Up Toastmasters Membership Building Contest Starts	All Clubs	
Wednesday, 2 February 2022			
Thursday, 3 February 2022			
Friday, 4 February 2022			
Saturday, 5 February 2022	DECM #3 - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
Sunday, 6 February 2022	DMM #6 - Agenda items from Trio due to Administration Manager by 5pm	Trio	
Monday, 7 February 2022			
Tuesday, 8 February 2022			
Wednesday, 9 February 2022			
Thursday, 10 February 2022			
Friday, 11 February 2022			
Saturday, 12 February 2022	DECM #3 - Send out Agenda and post to web	AM	
Sunday, 13 February 2022	DMM #6 - send out Agenda and post to web	AM	
Monday, 14 February 2022			
Tuesday, 15 February 2022	Mid-Year Audit Due at WHQ - first half of financial documents	DD, FM	
Wednesday, 16 February 2022			
Thursday, 17 February 2022			
Friday, 18 February 2022			
Saturday, 19 February 2022	DECM #3 - Reports due to Administration Manager by 5pm	District Executive Committee members	
Sunday, 20 February 2022	DMM #6 - Send out any relevant Reports and post to web	AM	
Monday, 21 February 2022			
Tuesday, 22 February 2022			
Wednesday, 23 February 2022			
Thursday, 24 February 2022			

Friday, 25 February 2022			
Saturday, 26 February 2022	DECM #3 - Send out Reports and post to web		AM
	DECM #4 - Call for Agenda items and Reports		AM
	DMM #7 – Call for Agenda items from Trio		AM
	Successful Contests Workshop Location: Tech Park Time: 9.30am – 2.30pm		
	Last day for District Officer Nominations		All Members
Sunday, 27 February 2022	DISTRICT MANAGEMENT MEETING (DMM #6) Location: Online Time: 10-12pm		Trio, PRM, AM, FM, IPDD, Parl, DivD
	Dates for Division Contests due to Administration Manager		DivD
Monday, 28 February 2022	2022/23 District Leadership candidates interviews conclude		DLC
IMPORTANT TASKS FOR FEBRUARY			Completed
<ul style="list-style-type: none"> ● 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 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Tuesday, 1 March 2022			
Wednesday, 2 March 2022			
Thursday, 3 March 2022			
Friday, 4 March 2022			
Saturday, 5 March 2022	DECM #4 - Agenda items due to Administration Manager by 5pm	District Executive Committee members	
	DMM #7 - Agenda items from Trio due to Administration Manager by 5pm	Trio	
Sunday, 6 March 2022			
Monday, 7 March 2022	LABOUR DAY PUBLIC HOLIDAY		
Tuesday, 8 March 2022			
Wednesday, 9 March 2022			
Thursday, 10 March 2022			
Friday, 11 March 2022			
Saturday, 12 March 2022	DISTRICT EXECUTIVE COMMITTEE MEETING (DECM #3) Location: Time:	Trio, IPDD, PRM, AM FM, Parl, DivD, AD	
	DCM - Call for Agenda Items	AM	
	DECM #4 - Send out Agenda and post to web	AM	
	DMM #7 - send out Agenda and post to web	AM	
	April Dues Renewals must be received at WHQ for Distinguished Club Program credit (Second reminder)	CGD (No Grace period)	
Sunday, 13 March 2022			
Monday, 14 March 2022	Request for Nominations for Toastmaster of the Year for the District sent to all Clubs - include nomination form	AM	
Tuesday, 15 March 2022			
Wednesday, 16 March 2022			
Thursday, 17 March 2022			
Friday, 18 March 2022			
Saturday, 19 March 2022	DCM - Call for Reports	AM	

	DECM #1 - Reports due to Administration Manager by 5pm	District Executive Committee members	
	DMM #7 - Send out any relevant Reports and post to web	AM	
Sunday, 20 March 2022			
Monday, 21 March 2022			
Tuesday, 22 March 2022			
Wednesday, 23 March 2022			
Thursday, 24 March 2022			
Friday, 25 March 2022			
Saturday, 26 March 2022	DISTRICT MANAGEMENT MEETING (DMM #7) Location: BA Time: 2-4pm	Trio, PRM, AM, FM, IPDD, Parl, DivD	
	DECM #3 - Send out Minutes and post to web	AM	
	DECM #4 - Send out Reports and post to web	AM	
Sunday, 27 March 2022			
Monday, 28 March 2022			
Tuesday, 29 March 2022	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	
Wednesday, 30 March 2022			
Thursday, 31 March 2022			
IMPORTANT TASKS FOR MARCH			Completed
<ul style="list-style-type: none"> • Clubs submit dues renewals online • Order speech contest awards (DD) • Prepare for May District conference, including District council meeting and District contests • Alignment Committee continues tasks (CGD & Alignment Committee) 			

APRIL 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Friday, 1 April 2022	Start pre-planning 2022/23 COTs with TLI at TLI meeting	PQD and CGD	
Saturday, 2 April 2022			
Sunday, 3 April 2022			
Monday, 4 April 2022			
Tuesday, 5 April 2022			
Wednesday, 6 April 2022			
Thursday, 7 April 2022	April Dues Renewals due to WHQ for DCP Credit	Club Treasurers	
Friday, 8 April 2022			
Saturday, 9 April 2022	DISTRICT EXECUTIVE COMMITTEE MEETING (DECM #4) Location: Time:	Trio, IPDD, PRM, AM FM, Parl, DivD, AD	
	DCM - Agenda items due to Administration Manager by 5pm	All District Council Members	
Sunday, 10 April 2022			
Monday, 11 April 2022			
Tuesday, 12 April 2022	Final Call for Nominations for District Toastmaster of the Year	AM	
Wednesday, 13 April 2022			
Thursday, 14 April 2022			
Friday, 15 April 2022	GOOD FRIDAY PUBLIC HOLIDAY		
Saturday, 16 April 2022	DCM - Send out Agenda and registration link and post on web	AM	
Sunday, 17 April 2022			
Monday, 18 April 2022	EASTER MONDAY PUBLIC HOLIDAY		
Tuesday, 19 April 2022			
Wednesday, 20 April 2022			
Thursday, 21 April 2022			
Friday, 22 April 2022			
Saturday, 23 April 2022	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	

	DECM #4 - Send out Minutes and post to web	AM	
Sunday, 24 April 2022			
Monday, 25 April 2022	ANZAC DAY PUBLIC HOLIDAY		
Tuesday, 26 April 2022			
Wednesday, 27 April 2022	Quarter 3 FM's Report	FM	
Thursday, 28 April 2022			
Friday, 29 April 2022			
Saturday, 30 April 2022	DCM - Send out Reports and post to web	AM	
	Close of Nominations for District Toastmaster of the Year	District Exec & Division Directors	
IMPORTANT TASKS FOR APRIL			Completed
<ul style="list-style-type: none"> ● APRIL is Division Contest month for International Speech and Evaluation - each Division should be added to the calendar ● Conduct April DEC Meeting ● Clubs submit dues renewals online ● May District Conference preparations continued ● District Leadership Committee submits report to DD six weeks before District conference 			

MAY 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Sunday, 1 May 2022	Beat the Clock Membership Building Contest period begins	CGD Club Officers & Club Members	
Monday, 2 May 2022			
Tuesday, 3 May 2022			
Wednesday, 4 May 2022			
Thursday, 5 May 2022			
Friday, 6 May 2022			
Saturday, 7 May 2022			
Sunday, 8 May 2022	MOTHER'S DAY		
Monday, 9 May 2022			
Tuesday, 10 May 2022			
Wednesday, 11 May 2022			
Thursday, 12 May 2022			
Friday, 13 May 2022			
Saturday, 14 May 2022	DISTRICT COUNCIL MEETING Location: Time:	District Executive Committee, Parliamentarian, Credentials Committee, Tech Support, Meeting Procedures	
	DMM #8 – Call for Agenda items from Trio	AM	
Sunday, 15 May 2022			
Monday, 16 May 2022			
Tuesday, 17 May 2022			
Wednesday, 18 May 2022			
Thursday, 19 May 2022			
Friday, 20 May 2022			
Saturday, 21 May 2022	DMM #8 - Agenda items from Trio due to Administration Manager by 5pm	Trio	
Sunday, 22 May 2022			
Monday, 23 May 2022			
Tuesday, 24 May 2022			

Wednesday, 25 May 2022			
Thursday, 26 May 2022	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	
Friday, 27 May 2022			
Saturday, 28 May 2022	DCM - Send out Minutes and post to web	AM	
	DMM #8 - send out Agenda and post to web	AM	
Sunday, 29 May 2022			
Monday, 30 May 2022			
Tuesday, 31 May 2022	Second Area Director Club Report Submitted	AD	
IMPORTANT TASKS FOR MAY			Completed
<ul style="list-style-type: none"> ● 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 2022 [^TOP](#)

Day / Date	Event/Important Date	Attendance/Actioned By	Completed
Wednesday, 1 June 2022			
Thursday, 2 June 2022			
Friday, 3 June 2022			
Saturday, 4 June 2022	DMM #8 - Send out any relevant Reports and post to web	AM	
Sunday, 5 June 2022			
Monday, 6 June 2022	WA DAY PUBLIC HOLIDAY		
Tuesday, 7 June 2022			
Wednesday, 8 June 2022			
Thursday, 9 June 2022			
Friday, 10 June 2022			
Saturday, 11 June 2022	DISTRICT MANAGEMENT MEETING (DMM #8) – Joint Meeting Location: Time:	2021/2022 and 2022/2023 teams	
Sunday, 12 June 2022			
Monday, 13 June 2022			
Tuesday, 14 June 2022			
Wednesday, 15 June 2022			
Thursday, 16 June 2022			
Friday, 17 June 2022			
Saturday, 18 June 2022			
Sunday, 19 June 2022			
Monday, 20 June 2022			
Tuesday, 21 June 2022			
Wednesday, 22 June 2022			
Thursday, 23 June 2022			
Friday, 24 June 2022			
Saturday, 25 June 2022			

Sunday, 26 June 2022			
Monday, 27 June 2022			
Tuesday, 28 June 2022			
Wednesday, 29 June 2022			
Thursday, 30 June 2022			
IMPORTANT TASKS FOR JUNE			Completed
<ul style="list-style-type: none"> ● 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) ● Finalise preparations for Awards Night on Friday 9 July (DD PRM) 			