

Day	Date	Event/Important Date	Attendance/Actioned By
Sunday	1 June 2014	❖ Start planning District Calendar ❖ Start working on year-end audit	
Monday	2 June 2014	Public Holiday Send Congratulatory Emails to Dist Areas & Divisions – Remind them what they need to do to get to the next level	District Governor
Tuesday	3 June 2014	Ask incoming Division Governors to prepare COT	LGET
Wednesday	4 June 2014		
Thursday	5 June 2014	Order new District Officer Badges	Incoming District Governor
Friday	6 June 2014	Send reminder to all Clubs for Club Officer Lists to TMI	District Secretary
Saturday	7 June 2014 Leadership	❖ Incoming Division Governors to set dates for Division Finals of Humorous & Table Topics in November	All Division Governors – District Secretary to send memo
Sunday	8 June 2014 Summit	❖ District Management Meeting Ask for return of Perpetual Trophies for Awards Night	District Exec & Division Governors District Exec
Monday	9 June 2014	Prepare Agenda for DOT – Source Presenters	LGET
Tuesday	10 June 2014		
Wednesday	11 June 2014		
Thursday	12 June 2014		
Friday	13 June 2014		
Saturday	14 June 2014		
Sunday	15 June 2014		
Monday	16 June 2014		
Tuesday	17 June 2014		
Wednesday	18 June 2014		
Thursday	19 June 2014		
Friday	20 June 2014		
Saturday	21 June 2014	District Officer Training Bull Creek Community Centre	District Exec, Division & Area Governors
Sunday	22 June 2014		
Monday	23 June 2014		
Tuesday	24 June 2014		
Wednesday	25 June 2014		
Thursday	26 June 2014		
Friday	27 June 2014		
Saturday	28 June 2014		
Sunday	29 June 2014		
Monday	30 June 2014	❖ Beat the Clock Membership Building Contest period ends ❖ Last Day of Toastmasters Year	Club Officers & Club Members

Important Tasks for June

- ❖ Start first-round club officer training (District Governor, LGET, LGM)
- ❖ Submit first-round club officer training reports online (LGET)
- ❖ Start Division Governor and Area Governor training (District Governor, LGET, LGM)
- ❖ Plan district calendar (District Governor)
- ❖ Start Year-end Audit (Treasurer)
- ❖ Submit Area and Division alignment report on template provided (District Governor)
- ❖ Meet with incoming district leaders about transitioning to next administration
- ❖ Foster leadership team building
- ❖ Pay all bills for the year by June 30 (Treasurer)
- ❖ Prepare files to hand over (Treasurer)

Day	Date	Event/Important Date	Attendance Actioned By
Tuesday	1 July 2014	❖ The Distinguished District, Division, Area, and Club programs begin. ❖ First round of club visits period starts.	Area Governors
Wednesday	2 July 2014		
Thursday	3 July 2014		
Friday	4 July 2014	Awards Night – City West Function Centre	All district members
Saturday	5 July 2014	District Management Meeting Work on District Success Plan	District Executive & Division Governors
Sunday	6 July 2014		
Monday	7 July 2014		
Tuesday	8 July 2014		
Wednesday	9 July 2014		
Thursday	10 July 2014		
Friday	11 July 2014		
Saturday	12 July 2014	Toastmaster Leadership Institute	District Exec, Division & Area Governors & Club Officers
Sunday	13 July 2014		
Monday	14 July 2014		
Tuesday	15 July 2014	❖ District Officer List Due at World Headquarters ❖ District Calendar Due at World Headquarters ❖ Area & Division Alignments Due at World Headquarters ❖ District Signature Form Due at World Headquarters	District Governor DG & District Secretary District Governor District Governor & Treasurer
Wednesday	16 July 2014		
Thursday	17 July 2014	Toastmaster Leadership Institute	District Exec, Division & Area Governors & Club Officers
Friday	18 July 2014		
Saturday	19 July 2014		
Sunday	20 July 2014	Toastmaster Leadership Institute	District Exec, Division & Area Governors & Club Officers
Monday	21 July 2014	Book Venues for next year's TLI & DOT (same venues if possible)	LGET
Tuesday	22 July 2014		
Wednesday	23 July 2014		
Thursday	24 July 2014		
Friday	25 July 2014		
Saturday	26 July 2014		
Sunday	27 July 2014		
Monday	28 July 2014		
Tuesday	29 July 2014		
Wednesday	30 July 2014		
Thursday	31 July 2014		

Important Tasks for July

- ❖ Continue first-round club officer training (District Governor, LGET, LGM)
- ❖ Submit first-round club officer training reports online (LGET)
- ❖ Continue Division Governor and Area Governor training (District Governor, LGET, LGM)
- ❖ Transfer all records to new administration (District Governor, LGET, LGM)
- ❖ Contact clubs that have not submitted club officer lists (District Governor, LGET, LGM)
- ❖ Foster leadership team building (District Governor, LGET, LGM)
- ❖ Prepare previous year's financial records for submission to World Headquarters (Treasurer)

Day	Date	Event/Important Date	Attendance Actioned By
Friday	1 August 2014	❖ Smedley Awards Membership Building Contest period begins ❖ Club Humorous & Table Topics Contests period begin	Club Officers & Club Members
Saturday	2 August 2014		
Sunday	3 August 2014	District Management Meeting Work on District Success Plan & District Budget	District Executive & Division Governors
Monday	4 August 2014		
Tuesday	5 August 2014		
Wednesday	6 August 2014		
Thursday	7 August 2014		
Friday	8 August 2014		
Saturday	9 August 2014		
Sunday	10 August 2014		
Monday	11 August 2014		
Tuesday	12 August 2014		
Wednesday	13 August 2014		
Thursday	14 August 2014		
Friday	15 August 2014		
Saturday	16 August 2014		
Sunday	17 August 2014	Conduct ID Candidate Interviews	District Trio
Monday	18 August 2014	District Leader Training - Kuala Lumpur	District Trio
Tuesday	19 August 2014	District Leader Training – Kuala Lumpur	District Trio
Wednesday	20 August 2014	International Convention	All Members
Thursday	21 August 2014	International Convention	All Members
Friday	22 August 2014	International Convention	All Members
Saturday	23 August 2014	International Convention	All Members
Sunday	24 August 2014		
Monday	25 August 2014		
Tuesday	26 August 2014		
Wednesday	27 August 2014		
Thursday	28 August 2014		
Friday	29 August 2014		
Saturday	30 August 2014		
Sunday	31 August 2014	❖ Last Day to Train Club Officers ❖ Treasurer Submits Year End Audit to World Headquarters and previous year's financial records	Area Governors District Treasurer

Important Tasks for August

- ❖ End first-round club officer training (LGET)
- ❖ Submit first-round club officer training reports online (LGET)
- ❖ End Division Governor and Area Governor training (DG & LGET)
- ❖ Attend District Leader Training prior to International Convention (District Trio)
- ❖ Create district budget (District Governor, LGET, LGM, Treasurer)
- ❖ Prepare for October/November district executive meeting and district council meeting (District Governor, LGET, LGM, Secretary & Treasurer)
- ❖ Prepare proxy/credentials forms for district conference (District Governor & Parliamentarian)
- ❖ Prepare previous year's financial records for submission to World Headquarters (Past DG & Past Treasurer)
- ❖ Pay all remaining prior year bills (Past DG & Past Treasurer)
- ❖ Seek Convention bid for November Council meeting (LGET)

Day	Date	Event/Important Date	Attendance Actioned By
Monday	1 September 2014	Last day to Report District Officer Appointments to World Headquarters	District Governor
Tuesday	2 September 2014		
Wednesday	3 September 2014		
Thursday	4 September 2014		
Friday	5 September 2014		
Saturday	6 September 2014		
Sunday	7 September 2014		
Monday	8 September 2014	District Secretary calls for agenda items for November District Council Meeting	District Secretary
Tuesday	9 September 2014		
Wednesday	10 September 2014		
Thursday	11 September 2014		
Friday	12 September 2014		
Saturday	13 September 2014		
Sunday	14 September 2014	District Management Meeting Work on District Success Plan & District Budget	District Executive & Division Governors
Monday	15 September 2014		
Tuesday	16 September 2014		
Wednesday	17 September 2014		
Thursday	18 September 2014		
Friday	19 September 2014		
Saturday	20 September 2014		
Sunday	21 September 2014		
Monday	22 September 2014		
Tuesday	23 September 2014		
Wednesday	24 September 2014		
Thursday	25 September 2014		
Friday	26 September 2014		
Saturday	27 September 2014		
Sunday	28 September 2014		
Monday	29 September 2014	Public Holiday	
Tuesday	30 September 2014	<ul style="list-style-type: none"> ❖ Smedley Award Membership Building Contest period ends ❖ Report of District Officer Training to World Headquarters ❖ District Success Plan due to World Headquarters ❖ Club Officer Training Reports due to World Headquarters ❖ District Budget due to World Headquarters ❖ Call for reports for October DEC Meeting 	<ul style="list-style-type: none"> Club Officers & Club Members District Governor District Governor Lieutenant Governor Education & Training District Governor & District Treasurer District Secretary

Important Tasks for September

- ❖ Finalise the District Success Plan (District Governor, LGET, LGM)
- ❖ Clubs submit dues renewals online
- ❖ Send proxy/credentials forms to club presidents and vice presidents education at least two weeks before the district council meeting (District Governor & District Secretary)
- ❖ Prepare for October/November district executive meeting and district council meeting (District Governor)

Day	Date	Event/Important Date	Attendance Actioned By
Wednesday	1 October 2014	❖ October Dues Renewals due to World Headquarters. ❖ Appointment of Nominating Committee Chair	Club VPs Membership & Club Treasurers District Governor
Thursday	2 October 2014		
Friday	3 October 2014	Area Humorous & Table Topics Contests period begins	Area Governors, Area members
Saturday	4 October 2014		
Sunday	5 October 2014		
Monday	6 October 2014		
Tuesday	7 October 2014		
Wednesday	8 October 2014		
Thursday	9 October 2014		
Friday	10 October 2014	October Dues Renewals Must be received at WHQ for Distinguished Club Program credit	
Saturday	11 October 2014		
Sunday	12 October 2014		
Monday	13 October 2014		
Tuesday	14 October 2014		
Wednesday	15 October 2014		
Thursday	16 October 2014		
Friday	17 October 2014		
Saturday	18 October 2014	District Management Meeting DEC Meeting	District Exec & Div Govs District Executive Committee inc. AGs
Sunday	19 October 2014		
Monday	20 October 2014		
Tuesday	21 October 2014		
Wednesday	22 October 2014		
Thursday	23 October 2014		
Friday	24 October 2014		
Saturday	25 October 2014	Northern Division Humorous Speech and Table Topics Finals	
Sunday	26 October 2014		
Monday	27 October 2014		
Tuesday	28 October 2014		
Wednesday	29 October 2014		
Thursday	30 October 2014		
Friday	31 October 2014	Quarter 1 Treasurer's report due at WHQ	Treasurer

Important Tasks for October

- ❖ Conduct October DEC Meeting
- ❖ Plan audit committee appointments for Mid-year Audit (District Governor)
- ❖ Evaluate training for opportunities for improvement (District Governor, LGET, LGM)
- ❖ Clubs submit dues renewals online

Day	Date	Event/Important Date	Attendance Actioned By
Saturday	1 November 2014	❖ Appointment of the Audit Committee ❖ Appointment of Nominating Committee ❖ Division Humorous & Table Topics Contests period begin	District Governor District Governor
Sunday	2 November 2014	District Management Meeting	District Exec & Division Governors
Monday	3 November 2014		
Tuesday	4 November 2014		
Wednesday	5 November 2014		
Thursday	6 November 2014		
Friday	7 November 2014		
Saturday	8 November 2014		
Sunday	9 November 2014	Southern Division Humorous Speech and Table Topics Contests	
Monday	10 November 2014		
Tuesday	11 November 2014		
Wednesday	12 November 2014		
Thursday	13 November 2014		
Friday	14 November 2014		
Saturday	15 November 2014		
Sunday	16 November 2014		
Monday	17 November 2014		
Tuesday	18 November 2014		
Wednesday	19 November 2014		
Thursday	20 November 2014		
Friday	21 November 2014		
Saturday	22 November 2014	District Council Meeting	District Exec, Division & Area Governors & Club President & VPE
Sunday	23 November 2014		
Monday	24 November 2014		
Tuesday	25 November 2014	Central Division Humorous Speech and Table Topics Contests	
Wednesday	26 November 2014		
Thursday	27 November 2014		
Friday	28 November 2014		
Saturday	29 November 2014		
Sunday	30 November 2014	❖ End of First round of club visits and submission of reports to World Headquarters ❖ Deadline for Changes to Club Officer Training report	Area Governors Lieutenant Governor Education and Training

Important Tasks for November

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

Day	Date	Event/Important Date	Attendance Actioned By
Monday	1 December 2014	Period for second round of COT begins	
Tuesday	2 December 2014	Alignment Committee Appointed	LGM & DG
Wednesday	3 December 2014		
Thursday	4 December 2014		
Friday	5 December 2014		
Saturday	6 December 2014		
Sunday	7 December 2014	District Management Meeting	District Executive & Division Governors
Monday	8 December 2014		
Tuesday	9 December 2014		
Wednesday	10 December 2014		
Thursday	11 December 2014		
Friday	12 December 2014		
Saturday	13 December 2014		
Sunday	14 December 2014		
Monday	15 December 2014		
Tuesday	16 December 2014		
Wednesday	17 December 2014		
Thursday	18 December 2014		
Friday	19 December 2014		
Saturday	20 December 2014		
Sunday	21 December 2014		
Monday	22 December 2014		
Tuesday	23 December 2014		
Wednesday	24 December 2014		
Thursday	25 December 2014	Christmas Day	
Friday	26 December 2014	Boxing Day	
Saturday	27 December 2014		
Sunday	28 December 2014		
Monday	29 December 2014		
Tuesday	30 December 2014		
Wednesday	31 December 2014	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	

Important Tasks for

- ❖ Start second-round club officer training (LGET)
- ❖ Submit second-round club officer training reports online (LGET)
- ❖ Plan for elections (District Governor, LGET, LGM)
- ❖ Plan for next district conference (District Governor, LGET, LGM)
- ❖ Form alignment committee (District Governor)
- ❖ Publish call for candidates (District Governor, LGET, LGM)
- ❖ Set date for audit (District Governor, Treasurer)

Day	Date	Event/Important Date	Attendance Actioned By
Thursday	1 January 2015	Public Holiday ❖ Area Governor second round visits begin ❖ Audit committee begins tasks ❖ Mid Year Training held this month	Area Governors District Governor & Lieutenant Governors
Friday	2 January 2015	Alignment Committee begins work	LGM & Committee
Saturday	3 January 2015		
Sunday	4 January 2015	District Management Meeting	District Exec & Division Governors
Monday	5 January 2015		
Tuesday	6 January 2015		
Wednesday	7 January 2015		
Thursday	8 January 2015		
Friday	9 January 2015		
Saturday	10 January 2015		
Sunday	11 January 2015		
Monday	12 January 2015	❖ Publish the call for candidates for District Officers ❖ Treasurer completes the mid-year audit ❖ Prepare for Proxy/Credentials	Nomination Committee Chair District Treasurer District Parliamentarian
Tuesday	13 January 2015		
Wednesday	14 January 2015		
Thursday	15 January 2015		
Friday	16 January 2015	Club International & Evaluation Contests period begin District Leader Training - Dubai	District Trio
Saturday	17 January 2015	District Leader Training - Dubai	District Trio
Sunday	18 January 2015		
Monday	19 January 2015		
Tuesday	20 January 2015		
Wednesday	21 January 2015		
Thursday	22 January 2015		
Friday	23 January 2015		
Saturday	24 January 2015		
Sunday	25 January 2015		
Monday	26 January 2015	Public Holiday	
Tuesday	27 January 2015		
Wednesday	28 January 2015		
Thursday	29 January 2015		
Friday	30 January 2015		
Saturday	31 January 2015	District Officer Training Bull Creek Community Centre	District Exec, Division & Area Governors

Important Tasks for January

- ❖ Prepare Mid-year Audit Report (Treasurer)
- ❖ Continue second-round club officer training (LGET)
- ❖ Submit second-round club officer training reports online (LGET)
- ❖ Prepare proxy/credentials forms for district conference (Parliamentarian)
- ❖ Audit committee conducts audit
- ❖ Attend Mid-year District Leader Training (District Trio)
- ❖ Publish call for candidates (District Governor, Secretary)
- ❖ Alignment Committee commences tasks (LGM & Alignment Committee)

Day	Date	Event/Important Date	Attendance/Actioned By
Sunday	1 February 2015	<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 ❖ District Management Meeting 	Club Officers and Club Members District Governor District Executive & Division Governors
Monday	2 February 2015	Alignment Committee continues tasks	LGM & Committee
Tuesday	3 February 2015		
Wednesday	4 February 2015		
Thursday	5 February 2015		
Friday	6 February 2015		
Saturday	7 February 2015	Toastmasters Leadership Institute	District Exec, Division & Area Governors & Club Officers
Sunday	8 February 2015		
Monday	9 February 2015		
Tuesday	10 February 2015		
Wednesday	11 February 2015		
Thursday	12 February 2015	Toastmasters Leadership Institute	District Exec, Division & Area Governors & Club Officers
Friday	13 February 2015		
Saturday	14 February 2015		
Sunday	15 February 2015	<ul style="list-style-type: none"> ❖ Toastmasters Leadership Institute ❖ Mid Year Audit Due at World Headquarters ❖ First half of Financial Documents 	District Exec, Division & Area Governors & Club Officers District Treasurer & DG
Monday	16 February 2015	Book Venues for next year's TLI (same venues if possible)	LGET
Tuesday	17 February 2015		
Wednesday	18 February 2015		
Thursday	19 February 2015		
Friday	20 February 2015		
Saturday	21 February 2015		
Sunday	22 February 2015		
Monday	23 February 2015		
Tuesday	24 February 2015		
Wednesday	25 February 2015		
Thursday	26 February 2015		
Friday	27 February 2015		
Saturday	28 February 2015	Last Day to Train Club Officers	Area Governors

Important Tasks for February

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

Day	Date	Event/Important Date	Attendance Actioned By
Sunday	1 March 2015	❖ Remind clubs of Membership Dues Renewals ❖ District Management Meeting	LGM District Executive & Division Governors
Monday	2 March 2015	Public Holiday Area International & Evaluation Contests period begins	
Tuesday	3 March 2015	Alignment Committee continues tasks	LGM & Committee
Wednesday	4 March 2015		
Thursday	5 March 2015		
Friday	6 March 2015		
Saturday	7 March 2015		
Sunday	8 March 2015		
Monday	9 March 2015	District Secretary calls for agenda items for May District Council Meeting	District Secretary
Tuesday	10 March 2015		
Wednesday	11 March 2015		
Thursday	12 March 2015		
Friday	13 March 2015		
Saturday	14 March 2015		
Sunday	15 March 2015		
Monday	16 March 2015		
Tuesday	17 March 2015	Central Division International Speech and Evaluation Contests	
Wednesday	18 March 2015		
Thursday	19 March 2015		
Friday	20 March 2015	Last Day for District Officer Nominations	All members
Saturday	21 March 2015		
Sunday	22 March 2015		
Monday	23 March 2015		
Tuesday	24 March 2015		
Wednesday	25 March 2015		
Thursday	26 March 2015		
Friday	27 March 2015	❖ Nominations for Toastmaster of the Year for the District sent to all Clubs ❖ Call for reports for April DEC Meeting	} District Secretary
Saturday	28 March 2015	Northern Division International Speech and Evaluation Contests	
Sunday	29 March 2015	Southern Division International Speech and Evaluation Contests	
Monday	30 March 2015	Nominating Committee Report due to District Governor	Nominating Committee Chair
Tuesday	31 March 2015	❖ Talk Up Toastmasters Membership building contest period ends ❖ Last day for Club Officer Training Reports to World Headquarters	Club Officers & Club Members LGET

Important Tasks for March

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

Day	Date	Event/Important Date	Attendance/Actioned By
Wednesday	1 April 2015	❖ April Dues Renewals due to World Headquarters ❖ Division International & Evaluation Contests period begin	Club VPs Membership & Club Treasurers
Thursday	2 April 2015	Nominating Committee Report to District Council Members	District Secretary
Friday	3 April 2015	Good Friday	
Saturday	4 April 2015		
Sunday	5 April 2015	Easter Sunday	
Monday	6 April 2015	Easter Monday	
Tuesday	7 April 2015	Alignment Committee prepares report	LGM & Committee
Wednesday	8 April 2015		
Thursday	9 April 2015		
Friday	10 April 2015	April Dues Renewals due to WHQ for DCP Credit	
Saturday	11 April 2015		
Sunday	12 April 2015	❖ District Management Meeting ❖ District Executive Meeting	District Executive & Div Govs District Exec, Div & Area Govs
Monday	13 April 2015	Alignment Proposal sent to club Presidents for review	District Secretary
Tuesday	14 April 2015		
Wednesday	15 April 2015		
Thursday	16 April 2015		
Friday	17 April 2015		
Saturday	18 April 2015		
Sunday	19 April 2015		
Monday	20 April 2015		
Tuesday	21 April 2015		
Wednesday	22 April 2015		
Thursday	23 April 2015	Final Call for Nominations for District TM of the Year	District Secretary
Friday	24 April 2015		
Saturday	25 April 2015	ANZAC Day	
Sunday	26 April 2015		
Monday	27 April 2015	Public Holiday	
Tuesday	28 April 2015		
Wednesday	29 April 2015		
Thursday	30 April 2015	Quarter 3 Treasurer's Report	Treasurer

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 (LGM)

Day	Date	Event/Important Date	Attendance Actioned By
Friday	1 May 2015	Beat the Clock Membership Building Contest period begins	Club Officers & Club Members
Saturday	2 May 2015	Close of Nominations for District TM of the Year	
Sunday	3 May 2015	District Management Meeting	District Exec & Division Governors
Monday	4 May 2015		
Tuesday	5 May 2015		
Wednesday	6 May 2015		
Thursday	7 May 2015		
Friday	8 May 2015		
Saturday	9 May 2015		
Sunday	10 May 2015		
Monday	11 May 2015		
Tuesday	12 May 2015		
Wednesday	13 May 2015		
Thursday	14 May 2015		
Friday	15 May 2015		
Saturday	16 May 2015		
Sunday	17 May 2015		
Monday	18 May 2015		
Tuesday	19 May 2015		
Wednesday	20 May 2015		
Thursday	21 May 2015		
Friday	22 May 2015		
Saturday	23 May 2015		
Sunday	24 May 2015		
Monday	25 May 2015		
Tuesday	26 May 2015		
Wednesday	27 May 2015		
Thursday	28 May 2015		
Friday	29 May 2015		
Saturday	30 May 2015	❖ District Convention ❖ District Convention / District Council & Executive Meeting	All Members
Sunday	31 May 2015	❖ District Convention ❖ Second-round Area Governor club visits should be completed and Area Visit Reports submitted online ❖ Changes to Club Officer Training Report due to World Headquarters	All Members Area Governors

Important Tasks for May

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

Day	Date	Event/Important Date	Attendance/Actioned By
Monday	1 June 2015	Public Holiday District Convention ❖ Start planning District Calendar ❖ Start working on year-end audit	
Tuesday	2 June 2015	Send Congratulatory Emails to Dist Areas & Divisions – Remind them what they need to do to get to the next level	District Governor
Wednesday	3 June 2015	Ask incoming Division Governors to prepare COT	LGT Education
Thursday	4 June 2015		
Friday	5 June 2015	Order new District Officer Badges	Incoming District Governor
Saturday	6 June 2015	Send reminder to all Clubs for Club Officer Lists to TMI	District Secretary
Sunday	7 June 2015	❖ District Management Meeting ❖ Incoming Division Governors to set dates for Division Finals of Humorous & Table Topics in November	District Exec & Division Governors All Division Governors – District Secretary to send memo
Monday	8 June 2015	Ask for return of Perpetual Trophies for Awards Night	District Exec
Tuesday	9 June 2015	Prepare Agenda for DOT – Source Presenters	LGET
Wednesday	10 June 2015		
Thursday	11 June 2015		
Friday	12 June 2015		
Saturday	13 June 2015		
Sunday	14 June 2015		
Monday	15 June 2015		
Tuesday	16 June 2015		
Wednesday	17 June 2015		
Thursday	18 June 2015		
Friday	19 June 2015		
Saturday	20 June 2015		
Sunday	21 June 2015		
Monday	22 June 2015		
Tuesday	23 June 2015		
Wednesday	24 June 2015		
Thursday	25 June 2015		
Friday	26 June 2015		
Saturday	27 June 2015	District Officer Training	District Exec, Division & Area Governors
Sunday	28 June 2015		
Monday	29 June 2015		
Tuesday	30 June 2015	❖ Beat the Clock Membership Building Contest period ends ❖ Last Day of Toastmasters Year	Club Officers & Club Members

Important Tasks for June

- ❖ Start first-round club officer training (District Governor, LGET, LGM)
- ❖ Start Division Governor and Area Governor training (District Governor, LGET, LGM)
- ❖ Plan district calendar (District Governor)
- ❖ Start Year-end Audit (Treasurer)
- ❖ Submit Area and Division alignment report on template provided (District Governor)
- ❖ Meet with incoming district leaders about transitioning to next administration
- ❖ Foster leadership team building
- ❖ Pay all bills for the year by June 30 (Treasurer)
- ❖ Prepare files to hand over (Treasurer)