

Day	Date	Event/Important Date	Attendance/Actioned By
Monday	1 June 2015	Public Holiday ❖ Start planning District Calendar ❖ Start working on year-end audit	New DD IPDG
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 Director
Wednesday	3 June 2015	Ask incoming Division Directors to prepare COT	PQD
Thursday	4 June 2015		
Friday	5 June 2015	Order new District Officer Badges	Incoming District Director
Saturday	6 June 2015	Send reminder to all Clubs for Club Officer Lists to TMI	Administration Manager
Sunday	7 June 2015	❖ Incoming Division Directors to set dates for Division Finals of Humorous & Table Topics in November	All Division Directors – Administration Manager to send memo
Monday	8 June 2015	Ask for return of Perpetual Trophies for Awards Night	District Exec & Division Directors District Exec
Tuesday	9 June 2015	Prepare Agenda for DOT – Source Presenters	PQD
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	Leadership Summit Organise TLI Dates Central North, South, East	
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 Technology Park	District Exec, Division & Area Directors
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 Director, PQD, CGD)
- ❖ Submit first-round club officer training reports online (PQD)
- ❖ Start Division Director and Area Director training (District Director, PQD, CGD)
- ❖ Plan district calendar (District Director)
- ❖ Start Year-end Audit (Finance Manager)
- ❖ Submit Area and Division alignment report on template provided (District Director)
- ❖ Meet with incoming district leaders about transitioning to next administration
- ❖ Foster leadership team building
- ❖ Pay all bills for the year by June 30 (Finance Manager)
- ❖ Prepare files to hand over (Finance Manager)

Day	Date	Event/Important Date	Attendance Actioned By
Wednesday	1 July 2015	❖ The Distinguished District, Division, Area, and Club programs begin. ❖ First round of club visits period starts.	Area Directors
Thursday	2 July 2015		
Friday	3 July 2015	Awards Night – City West Function Centre	All district members
Saturday	4 July 2015		
Sunday	5 July 2015		
Monday	6 July 2015		
Tuesday	7 July 2015		
Wednesday	8 July 2015		
Thursday	9 July 2015	Toastmaster Leadership Institute Club Officer Training Technology Park 6pm start	District Exec, Division & Area Directors & Club Officers
Friday	10 July 2015		
Saturday	11 July 2015	Toastmaster Leadership Institute Club Officer Training Technology Park 2pm start	District Exec, Division & Area Directors & Club Officers
Sunday	12 July 2015	District Management Meeting Work on District Budget	District Executive & Division Directors
Monday	13 July 2015		
Tuesday	14 July 2015		
Wednesday	15 July 2015	❖ 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 Director DG & Administration Manager District Director District Director & Finance Manager
Thursday	16 July 2015		
Friday	17 July 2015		
Saturday	18 July 2015		
Sunday	19 July 2015	Toastmaster Leadership Institute Club Officer Training Alluvian Building 2pm start	District Exec, Division & Area Directors & Club Officers
Monday	20 July 2015	Toastmaster Leadership Institute Club Officer Training Busselton	DD PQD ADS34
Tuesday	21 July 2015	Book Venues for next year's TLI & DOT (same venues if possible)	PQD
Wednesday	22 July 2015		
Thursday	23 July 2015		
Friday	24 July 2015		
Saturday	25 July 2015	All about Contests Workshop SMAC workshop	PQD
Sunday	26 July 2015	District Management Meeting Work on District Success Plan	District Executive & Division Directors
Monday	27 July 2015		
Tuesday	28 July 2015		
Wednesday	29 July 2015		
Thursday	30 July 2015		
Friday	31 July 2015	District Director travel to USA	

Important Tasks for July

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

Day	Date	Event/Important Date	Attendance Actioned By
Saturday	1 August 2015	❖ Smedley Awards Membership Building Contest period begins ❖ Club Humorous & Table Topics Contests period begin	Club Officers & Club Members
Sunday	2 August 2015	District Management Meeting DECM Work on District Success Plan	Trio, PRM, DvD, AD, AM, FM
Monday	3 August 2015		
Tuesday	4 August 2015		
Wednesday	5 August 2015		
Thursday	6 August 2015		
Friday	7 August 2015		
Saturday	8 August 2015		
Sunday	9 August 2015	Conduct ID Candidate Interviews	District Trio
Monday	10 August 2015	District Leader Training – Las Vegas	District Trio
Tuesday	11 August 2015	District Leader Training – Las Vegas	District Trio
Wednesday	12 August 2015	International Convention	All Members
Thursday	13 August 2015	International Convention	All Members
Friday	14 August 2015	International Convention	All Members
Saturday	15 August 2015	International Convention	All Members
Sunday	16 August 2015	District Leaders Travel	District Trio
Monday	17 August 2015	District Leaders Travel	District Trio
Tuesday	18 August 2015		
Wednesday	19 August 2015		
Thursday	20 August 2015		
Friday	21 August 2015		
Saturday	22 August 2015		
Sunday	23 August 2015		
Monday	24 August 2015		
Tuesday	25 August 2015	District Director returns, CGD returns	
Wednesday	26 August 2015		
Thursday	27 August 2015		
Friday	28 August 2015		
Saturday	29 August 2015	E14 Contest - Kalgoorlie	DD PQD CGD
Sunday	30 August 2015	Club Officer Training Kalgoorlie	DD PQD CGD
Monday	31 August 2015	❖ Last Day to Train Club Officers ❖ Finance Manager Submits Year End Audit to World Headquarters and previous year's financial records	Area Directors District Finance Manager

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 Director, PQD, CGD, Finance Manager)
- ❖ Prepare for October/November district executive meeting and district council meeting (District Director, PQD, CGD, Secretary & Finance Manager)
- ❖ Prepare proxy/credentials forms for district conference (District Director & 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 (PQD)

Day	Date	Event/Important Date	Attendance Actioned By
Tuesday	1 September 2015	Last day to Report District Officer Appointments to World Headquarters	District Director
Wednesday	2 September 2015		
Thursday	3 September 2015		
Friday	4 September 2015		
Saturday	5 September 2015		
Sunday	6 September 2015		
Monday	7 September 2015		
Tuesday	8 September 2015	Administration Manager calls for agenda items for November District Council Meeting	Administration Manager
Wednesday	9 September 2015		
Thursday	10 September 2015		
Friday	11 September 2015		
Saturday	12 September 2015		
Sunday	13 September 2015	12 – 1pm DMM 1 – 3 pm DECM Executive Meeting First Quarter review and status check	Trio, PRM, DvD, AD, AM, FM
Monday	14 September 2015		
Tuesday	15 September 2015		
Wednesday	16 September 2015		
Thursday	17 September 2015		
Friday	18 September 2015		
Saturday	19 September 2015	Speaker to Trainer Workshop	PQD & TLI Training Group
Sunday	20 September 2015		
Monday	21 September 2015		
Tuesday	22 September 2015		
Wednesday	23 September 2015		
Thursday	24 September 2015		
Friday	25 September 2015		
Saturday	26 September 2015		
Sunday	27 September 2015		
Monday	28 September 2015	Public Holiday	
Tuesday	29 September 2015		
Wednesday	30 September 2015	<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 	Club Officers & Club Members District Director District Director Program Quality Director District Director & District Finance Manager Administration Manager

Important Tasks for September

- ❖ Finalise the District Success Plan (District Director, PQD, CGD)
- ❖ 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 Director & Administration Manager)
- ❖ Prepare for October/November district executive meeting and district council meeting (District Director)

Day	Date	Event/Important Date	Attendance Actioned By
Thursday	1 October 2015	❖ October Dues Renewals due to World Headquarters. ❖ Appointment of Nominating Committee Chair	Club VPs Membership & Club Treasurers District Director
Friday	2 October 2015		
Saturday	3 October 2015	Area Humorous & Table Topics Contests period begins	Area Directors, Area members
Sunday	4 October 2015		
Monday	5 October 2015		
Tuesday	6 October 2015		
Wednesday	7 October 2015		
Thursday	8 October 2015		
Friday	9 October 2015	Tentative quiz night	
Saturday	10 October 2015	October Dues Renewals Must be received at WHQ for Distinguished Club Program credit	
Sunday	11 October 2015		
Monday	12 October 2015		
Tuesday	13 October 2015		
Wednesday	14 October 2015		
Thursday	15 October 2015		
Friday	16 October 2015		
Saturday	17 October 2015	Eastern Division Speech Contest Finals Humorous and Table Topics	EDvD
Sunday	18 October 2015		
Monday	19 October 2015		
Tuesday	20 October 2015		
Wednesday	21 October 2015		
Thursday	22 October 2015		
Friday	23 October 2015		
Saturday	24 October 2015	How to Conduct Productive Meetings & Parliamentary Procedures	PQD & TLI Training Group
Sunday	25 October 2015	Northern Division Humorous Speech and Table Topics Finals	
Monday	26 October 2015		
Tuesday	27 October 2015		
Wednesday	28 October 2015		
Thursday	29 October 2015		
Friday	30 October 2015		
Saturday	31 October 2015	Quarter 1 Finance Manager's report due at WHQ	Finance Manager

Important Tasks for October

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

Day	Date	Event/Important Date	Attendance Actioned By
Sunday	1 November 2015	❖ Appointment of the Audit Committee ❖ Appointment of Nominating Committee ❖ Division Humorous & Table Topics Contests period begin	District Director District Director
Monday	2 November 2015		
Tuesday	3 November 2015		
Wednesday	4 November 2015		
Thursday	5 November 2015		
Friday	6 November 2015		
Saturday	7 November 2015		
Sunday	8 November 2015	District Management Meeting DECM Southern Division Humorous Speech & Table Topics Contest Finals	TRIO, PRM, Dvd, AD AM,FM SDvD
Monday	9 November 2015		
Tuesday	10 November 2015		
Wednesday	11 November 2015		
Thursday	12 November 2015		
Friday	13 November 2015		
Saturday	14 November 2015	Central Division Humorous Speech & Table Topics Contest Finals	CDvD
Sunday	15 November 2015		
Monday	16 November 2015		
Tuesday	17 November 2015		
Wednesday	18 November 2015		
Thursday	19 November 2015		
Friday	20 November 2015		
Saturday	21 November 2015	District Council Meeting	District Exec, Division & Area Directors & Club President & VPE
Sunday	22 November 2015		
Monday	23 November 2015		
Tuesday	24 November 2015		
Wednesday	25 November 2015		
Thursday	26 November 2015		
Friday	27 November 2015		
Saturday	28 November 2015		
Sunday	29 November 2015		
Monday	30 November 2015	❖ End of First round of club visits and submission of reports to World Headquarters ❖ Deadline for Changes to Club Officer Training report	Area Directors Program Quality Director

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 (District Director, Secretary)

Day	Date	Event/Important Date	Attendance Actioned By
Tuesday	1 December 2015	Period for second round of COT begins	
Wednesday	2 December 2015	Alignment Committee Appointed	CGD & District Director
Thursday	3 December 2015		
Friday	4 December 2015		
Saturday	5 December 2015		
Sunday	6 December 2015	District Management Meeting 12 – 1pm Second Quarter review DECM 1-3.30	TRIO, PRM, Dvd, AD AM,FM
Monday	7 December 2015	District alignment committee announced	
Tuesday	8 December 2015		
Wednesday	9 December 2015		
Thursday	10 December 2015		
Friday	11 December 2015		
Saturday	12 December 2015		
Sunday	13 December 2015		
Monday	14 December 2015		
Tuesday	15 December 2015		
Wednesday	16 December 2015		
Thursday	17 December 2015		
Friday	18 December 2015		
Saturday	19 December 2015		
Sunday	20 December 2015		
Monday	21 December 2015		
Tuesday	22 December 2015		
Wednesday	23 December 2015		
Thursday	24 December 2015		
Friday	25 December 2015	Christmas Day	
Saturday	26 December 2015	Boxing Day	
Sunday	27 December 2015		
Monday	28 December 2015		
Tuesday	29 December 2015		
Wednesday	30 December 2015		
Thursday	31 December 2015	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	

Important Tasks for

- ❖ Start second-round club officer training (PQD)
- ❖ Submit second-round club officer training reports online (PQD)
- ❖ Plan for elections (District Director, PQD, CGD)
- ❖ Plan for next district conference (District Director, PQD, CGD)
- ❖ Form alignment committee (District Director)
- ❖ Publish call for candidates (District Director, PQD, CGD)
- ❖ Set date for audit (District Director, Finance Manager)

Day	Date	Event/Important Date	Attendance Actioned By
Friday	1 January 2016	Public Holiday ❖ Area Director second round visits begin ❖ Audit committee begins tasks ❖ Mid Year Training held this month	Area Directors District Director & Directors
Saturday	2 January 2016	Alignment Committee begins work	CGD & Committee
Sunday	3 January 2016		
Monday	4 January 2016		
Tuesday	5 January 2016		
Wednesday	6 January 2016		
Thursday	7 January 2016		
Friday	8 January 2016		
Saturday	9 January 2016		
Sunday	10 January 2016		
Monday	11 January 2016		
Tuesday	12 January 2016	❖ Publish the call for candidates for District Officers ❖ Finance Manager completes the mid-year audit ❖ Prepare for Proxy/Credentials	Nomination Committee Chair District Finance Manager District Parliamentarian
Wednesday	13 January 2016		
Thursday	14 January 2016		
Friday	15 January 2016		
Saturday	16 January 2016	Club International & Evaluation Contests period begin District Leader Training -	District Trio
Sunday	17 January 2016	District Leader Training -	District Trio
Monday	18 January 2016		
Tuesday	19 January 2016		
Wednesday	20 January 2016		
Thursday	21 January 2016		
Friday	22 January 2016		
Saturday	23 January 2016		
Sunday	24 January 2016		
Monday	25 January 2016		
Tuesday	26 January 2016	Public Holiday	
Wednesday	27 January 2016		
Thursday	28 January 2016		
Friday	29 January 2016		
Saturday	30 January 2016	DOT second round 10-2.00pm Technology Park	District Exec, Division & Area Directors
Sunday	31 January 2016		

Important Tasks for January

- ❖ Prepare Mid-year Audit Report (Finance Manager)
- ❖ 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 (District Director, Secretary)
- ❖ Alignment Committee commences tasks (CGD & Alignment Committee)

Day	Date	Event/Important Date	Attendance/Actioned By
Monday	1 February 2016	<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 Director District Executive & Division Directors
Tuesday	2 February 2016	Alignment Committee continues tasks	CGD & Committee
Wednesday	3 February 2016		
Thursday	4 February 2016		
Friday	5 February 2016		
Saturday	6 February 2016	Toastmasters Leadership Institute Technology Park 2-6pm	District Exec, Division & Area Directors & Club Officers
Sunday	7 February 2016		
Monday	8 February 2016		
Tuesday	9 February 2016		
Wednesday	10 February 2016		
Thursday	11 February 2016	Toastmasters Leadership Institute Technology Park 6 – 10pm	District Exec, Division & Area Directors & Club Officers
Friday	12 February 2016		
Saturday	13 February 2016		
Sunday	14 February 2016		
Monday	15 February 2016	<ul style="list-style-type: none"> ❖ Mid Year Audit Due at World Headquarters ❖ First half of Financial Documents 	District Finance Manager & DG
Tuesday	16 February 2016	Book Venues for next year's TLI (same venues if possible)	PQD
Wednesday	17 February 2016		
Thursday	18 February 2016		
Friday	19 February 2016		
Saturday	20 February 2016		
Sunday	21 February 2016	❖ Toastmasters Leadership Institute Technology Park 2-6pm	District Exec, Division & Area Directors & Club Officers
Monday	22 February 2016		
Tuesday	23 February 2016		
Wednesday	24 February 2016		
Thursday	25 February 2016		
Friday	26 February 2016		
Saturday	27 February 2016		
Sunday	28 February 2016	Last Day to Train Club Officers	Area Directors
Monday	29 February 2016		

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 (District Director & Parliamentarian)
- ❖ Order speech contest awards
- ❖ Prepare for May district conference, including district council meeting and District contests
- ❖ Nominating committee submits report to District Director six weeks before district conference
- ❖ Publish nominating committee report four weeks before district conference (District Director)
- ❖ Alignment Committee continues tasks (CGD & Alignment Committee)

Day	Date	Event/Important Date	Attendance Actioned By
Tuesday	1 March 2016	❖ Remind clubs of Membership Dues Renewals	CGD
Wednesday	2 March 2016	Area International & Evaluation Contests period begins	
Thursday	3 March 2016	Alignment Committee continues tasks	CGD & Committee
Friday	4 March 2016		
Saturday	5 March 2016		
Sunday	6 March 2016		
Monday	7 March 2016	Public Holiday	
Tuesday	8 March 2016		
Wednesday	9 March 2016	Administration Manager calls for agenda items for May District Council Meeting	Administration Manager
Thursday	10 March 2016		
Friday	11 March 2016		
Saturday	12 March 2016		
Sunday	13 March 2016	DMM 12-1 DECM 1 – 3.30pm	TRIO, PRM, Dvd, AD AM,FM
Monday	14 March 2016		
Tuesday	15 March 2016		
Wednesday	16 March 2016		
Thursday	17 March 2016	Central Division International Speech and Evaluation Contests	
Friday	18 March 2016		
Saturday	19 March 2016	Eastern Division International Speech and Evaluation Contests	
Sunday	20 March 2016	Last Day for District Officer Nominations	All members
Monday	21 March 2016		
Tuesday	22 March 2016		
Wednesday	23 March 2016	❖ Nominations for Toastmaster of the Year for the District sent to all Clubs Call for reports for April DEC Meeting	Administration Manager
Thursday	24 March 2016		
Friday	25 March 2016	Good Friday	
Saturday	26 March 2016		
Sunday	27 March 2016	Easter Sunday	
Monday	28 March 2016	Easter Monday	
Tuesday	29 March 2016		
Wednesday	30 March 2016		
Thursday	31 March 2016	❖ Talk Up Toastmasters Membership building contest period ends ❖ Last day for Club Officer Training Reports to World Headquarters ❖ Nominating Committee Report due to District Director	Club Officers & Club Members PQD Nominating Committee Chair

Important Tasks for March

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

❖ Alignment Committee continues tasks (CGD & Alignment Committee)

Day	Date	Event/Important Date	Attendance/Actioned By
Friday	1 April 2016	<ul style="list-style-type: none"> ❖ April Dues Renewals due to World Headquarters ❖ Division International & Evaluation Contests period begin 	Club VPs Membership & Club Treasurer
Saturday	2 April 2016	Central Division International Speech and Evaluation Contests Nominating Committee Report to District Council Members	Administration Manager
Sunday	3 April 2016		
Monday	4 April 2016	Alignment Proposal sent to club Presidents for review	Administration Manager
Tuesday	5 April 2016		
Wednesday	6 April 2016		
Thursday	7 April 2016	Alignment Committee prepares report	CGD & Committee
Friday	8 April 2016	National Speakers AA conference to 11 Apr	
Saturday	9 April 2016		
Sunday	10 April 2016	District Management Meeting ❖ District Executive Meeting April Dues Renewals due to WHQ for DCP Credit	TRIO, PRM, Dvd, AD AM, FM Club President, Treasurers
Monday	11 April 2016		
Tuesday	12 April 2016		
Wednesday	13 April 2016		
Thursday	14 April 2016		
Friday	15 April 2016		
Saturday	16 April 2016	How to Listen Effectively & The Art of Effective Evaluations	PQD & TLI Training Group
Sunday	17 April 2016		
Monday	18 April 2016		
Tuesday	19 April 2016		
Wednesday	20 April 2016		
Thursday	21 April 2016		
Friday	22 April 2016		
Saturday	23 April 2016	Final Call for Nominations for District TM of the Year	Administration Manager
Sunday	24 April 2016		
Monday	25 April 2016	ANZAC Day	
Tuesday	26 April 2016		
Wednesday	27 April 2016		
Thursday	28 April 2016		
Friday	29 April 2016		
Saturday	30 April 2016	Quarter 3 Finance Manager's Report	Finance Manager

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)

Day	Date	Event/Important Date	Attendance Actioned By
Sunday	1 May 2016	Beat the Clock Membership Building Contest period begins	Club Officers & Club Members
Monday	2 May 2016	Close of Nominations for District TM of the Year	
Tuesday	3 May 2016	District Management Meeting	District Exec & Division Directors
Wednesday	4 May 2016		
Thursday	5 May 2016		
Friday	6 May 2016		
Saturday	7 May 2016		
Sunday	8 May 2016		
Monday	9 May 2016		
Tuesday	10 May 2016		
Wednesday	11 May 2016		
Thursday	12 May 2016		
Friday	13 May 2016		
Saturday	14 May 2016		
Sunday	15 May 2016		
Monday	16 May 2016		
Tuesday	17 May 2016		
Wednesday	18 May 2016		
Thursday	19 May 2016		
Friday	20 May 2016		
Saturday	21 May 2016		
Sunday	22 May 2016		
Monday	23 May 2016		
Tuesday	24 May 2016		
Wednesday	25 May 2016		
Thursday	26 May 2016		
Friday	27 May 2016	❖ District Convention District Convention / District Council & Executive Meeting	All Members
Saturday	28 May 2016	❖ District Convention ❖ Second-round Area Director club visits should be completed and Area Visit Reports submitted online Changes to Club Officer Training Report due to World Headquarters	All Members Area Directors
Sunday	29 May 2016	District Convention ❖ Start planning District Calendar Start working on year-end audit	All Members
Monday	30 May 2016	❖	
Tuesday	31 May 2016	❖	

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 (District Director)
- ❖ Report District International Speech Contest Winner soon after District Conference

Day	Date	Event/Important Date	Attendance/Actioned By
Wednesday	1 June 2016	Public Holiday ❖	
Thursday	2 June 2016	Send Congratulatory Emails to Dist Areas & Divisions – Remind them what they need to do to get to the next level	District Director
Friday	3 June 2016	Ask incoming Division Directors to prepare COT	Program Quality Director
Saturday	4 June 2016		
Sunday	5 June 2016	Order new District Officer Badges	Incoming District Director
Monday	6 June 2016	PUBLIC HOLIDAY Send reminder to all Clubs for Club Officer Lists to TMI	Administration Manager
Tuesday	7 June 2016	❖ District Management Meeting ❖ Incoming Division Directors to set dates for Division Finals of Humorous & Table Topics in November	District Exec & Division Directors All Division Directors – Administration Manager to send memo
Wednesday	8 June 2016	Ask for return of Perpetual Trophies for Awards Night	District Exec
Thursday	9 June 2016	Prepare Agenda for DOT – Source Presenters	PQD
Friday	10 June 2016		
Saturday	11 June 2016		
Sunday	12 June 2016		
Monday	13 June 2016		
Tuesday	14 June 2016		
Wednesday	15 June 2016		
Thursday	16 June 2016		
Friday	17 June 2016		
Saturday	18 June 2016		
Sunday	19 June 2016		
Monday	20 June 2016		
Tuesday	21 June 2016		
Wednesday	22 June 2016		
Thursday	23 June 2016		
Friday	24 June 2016		
Saturday	25 June 2016		
Sunday	26 June 2016		
Monday	27 June 2016	District Officer Training (DOT)	District Exec, Division & Area Directors
Tuesday	28 June 2016		
Wednesday	29 June 2016		
Thursday	30 June 2016	❖ 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 Director, PQD, CGD)
- ❖ Start Division Director and Area Director training (District Director, PQD, CGD)
- ❖ Plan district calendar (District Director)
- ❖ Start Year-end Audit (Finance Manager)
- ❖ Submit Area and Division alignment report on template provided (District Director)
- ❖ Meet with incoming district leaders about transitioning to next administration
- ❖ Foster leadership team building
- ❖ Pay all bills for the year by June 30 (Finance Manager)
- ❖ Prepare files to hand over (Finance Manager)