

## 2016-17 TOASTMASTERS DISTRICT 17 CALENDAR

JULY 2016			
Day	Date	Event/Important Date	Attendance/Actioned by
Fri	1 July 2016	<ul style="list-style-type: none"> <li>The Distinguished District Division Area and Club programs begin.</li> <li>First round of club visits period starts</li> </ul>	All AD
Sat	2 July 2016	Awards Night	All district members
Sun	3 July 2016	TLI/COT Planning	Trio DivD
Mon	4 July 2016	Administration Manager Hand over	DD AM
Tue	5 July 2016	Logistics Manager Hand over	DD LM
Wed	6 July 2016		
Thu	7 July 2016	Corporate – Club Officers Training	District Trio Central DivD
Fri	8 July 2016		
Sat	9 July 2016		
Sun	10 July 2016	<ul style="list-style-type: none"> <li>TLI/COT All Club Officers</li> <li>Trio Meeting CGD Handover</li> </ul>	District Trio DivD AD DD PDQ
	11 July 2016		
Tue	12 July 2016		
Wed	13 July 2016		
Thu	14 July 2016	TLI/COT All Club Officers	District Trio DivD AD
Fri	15 July 2016	<ul style="list-style-type: none"> <li>District Officer List Due at World Headquarters</li> <li>District Calendar Due at WHD</li> <li>Area and Division Alignments Due at WHD</li> <li>District Signature Form Due at WHD</li> </ul>	District Director District Director District Director District Director & FM
Sat	16 July 2016		
Sun	17 July 2016	<ul style="list-style-type: none"> <li>Trio Meeting PRM Planning Marketing Planning</li> <li>TLI/COT All Club Officers</li> </ul>	District Trio PRM District Trio DivD AD
Mon	18 July 2016		
Tue	19 July 2016	Book Venues for 2017 TLI and DOT	PQD
Wed	20 July 2016		
Thu	21 July 2016		
Fri	22 July 2016		
Sat	23 July 2016		
Sun	24 July 2016	<b>TLI/COT Southwest Club Officers – Travel to Bunbury</b>	District Trio S DivD ADS34
Mon	25 July 2016		
Tue	26 July 2016		
Wed	27 July 2016		
Thu	28 July 2016		
Fri	29 July 2016		
Sat	30 July 2016	<ul style="list-style-type: none"> <li>All About Contests Workshop – Shenton Park 1:30-4:30pm</li> <li>Trio Meeting – Budget</li> </ul>	PQD District Trio
Sun	31 July 2016		

### **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 Program Quality Director Club Growth Director**  
**District Officer Training – DOT**  
**Public Relations Manager (PRM)**  
**District Management Meeting – DMM (District Trio PRM DivD FM AM)**  
**Division Directors - (DivD)**  
**Area Director - (AD)**  
**Finance Manager - (FM)**  
**Administration Manager - (AM)**  
**Logistics Manager (LM)**  
**World Headquarters - WHD**

## AUGUST 2016

Day	Date	Event/Important Date	Attendance/Actioned by
Mon	1 August 2016	<ul style="list-style-type: none"> <li>Smedley Awards Membership Building Contest period begins</li> <li>Club Humorous and Table Topics Contests period begin</li> <li>Area Director first round visits begin</li> </ul>	CGD Club Officers & Club Members
Tue	2 August 2016		
Wed	3 August 2016		
Thu	4 August 2016		
Fri	5 August 2016		
Sat	6 August 2016	DMM # 1 - 1:00pm-3:00pm Work on District Success Plan and Budget – UWA Uni Club	Trio PRM DivD AM FM
Sun	7 August 2016		
Mon	8 August 2016		
Tue	9 August 2016	Training and International Convention	District Trio
Wed	10 August 2016	Traveling	District Trio
Thu	11 August 2016	Traveling	District Trio
Fri	12 August 2016		
Sat	13 August 2016	Conduct ID Candidate Interviews	District Trio
Sun	14 August 2016	Conduct ID Candidate Interviews	District Trio
Mon	15 August 2016	District Leader Training – Washington DC	District Trio
Tue	16 August 2016	District Leader Training – Washington DC	District Trio
Wed	17 August 2016	International Convention	All Members
Thu	18 August 2016	International Convention & Semi-finals	All Members
Fri	19 August 2016	International Convention	All Members
Sat	20 August 2016	International Convention Contest Inauguration	All Members
Sun	21 August 2016	District Leaders Travel	District Trio
Mon	22 August 2016	District Leaders Travel	District Trio
Tue	23 August 2016	District Leaders Travel	District Trio
Wed	24 August 2016	District Leaders Travel	District Trio
Thu	25 August 2016	Trio Returns	
Fri	26 August 2016		District Trio
Sat	27 August 2016	<ul style="list-style-type: none"> <li>District Leaders Travel to Kalgoorlie</li> <li><b>E14 Contest</b></li> <li>Trio Meeting Part 1 – Work on Budget</li> </ul>	District Trio DivD District Trio DivD E14AD District Trio
Sun	28 August 2016	<ul style="list-style-type: none"> <li><b>TLI/COT – Kalgoorlie</b></li> <li>Trio Meeting Part 2 – Work on Success Plan</li> </ul>	District Trio DivD AD District Trio
Mon	29 August 2016		
Tue	30 August 2016		
Wed	31 August 2016	<ul style="list-style-type: none"> <li>Last Day to Train Club Officers</li> <li>FM Submits Year End Audit to WHD and previous year's financial records</li> </ul>	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 2016

Day	Date	Event/Important Date	Attendance/Actioned by
Thu	1 September 2016	<ul style="list-style-type: none"> <li>Last day to Report District Officer Appointments to WHD</li> <li>Area Humorous &amp; Table Topics Contests begins</li> <li>Remind clubs of October Membership Dues Renewals</li> </ul>	DD  CGD (revised grace period)
Fri	2 September 2016		
Sat	3 September 2016	Sponsors Mentors and Coaches (SMAC) Workshop 10:00 am 1:00pm Bentley – Technology Park	PQD CGD
Sun	4 September 2016		
Mon	5 September 2016		
Tue	6 September 2016		
Wed	7 September 2016		
Thu	8 September 2016	Call for Reports for DECM	Trio PRM DivD AD FM
Fri	9 September 2016		
Sat	10 September 2016	Trio Meeting – Finalised Marketing Plan	District Trio
Sun	11 September 2016		
Mon	12 September 2016		
Tue	13 September 2016		
Wed	14 September 2016		
Thu	15 September 2016	October Dues Renewals Reminder. Must be received at WHQ for Distinguished Club Program credit	CGD (revised grace period)
Fri	16 September 2016		
Sat	17 September 2016	DMM #2 1:00pm-3:00pm UWA Club - Work on District Success plan	District Trio PRM DivD AM FM IPDD
Sun	18 September 2016		
Mon	19 September 2016		
Tue	20 September 2016		
Wed	21 September 2016		
Thu	22 September 2016		
Fri	23 September 2016		
Sat	24 September 2016	Trio Meeting – Finalise Budget	District Trio FM
Sun	25 September 2016		
Mon	26 September 2016	Public Holiday	
Tue	27 September 2016		
Wed	28 September 2016		
Thu	29 September 2016		
Fri	30 September 2016	<ul style="list-style-type: none"> <li>Smedley Award Membership Building Contest ends</li> <li>Report of District Officer Training to WHD</li> <li>District Success Plan due to WHD</li> <li>Club Officer Training Reports due to WHD</li> <li>District Budget due to WHD</li> <li>Call for reports for October DEC Meeting (and Minutes of previous year DECM, Budget)</li> <li>October Dues Renewals due to WHD.</li> </ul>	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 2016

Day	Date	Event/Important Date	Attendance/Actioned by
Sat	1 October 2016	<ul style="list-style-type: none"> <li>• DECM #1 Executive Meeting First Quarter review and status check 10am– 2:00 pm Bentley Tech Park</li> <li>• Eastern Division – Humorous and Table Topics Contest 3:00-5:30pm Bentley Tech Pack</li> <li>• Appointment of District Leadership Committee Chair</li> <li>• Due: Membership-renewal dues for credit in the DCP</li> </ul>	District Trio, PRM, DivD AD AM FM District Trio All Members Eastern Division DivD AD  DD Club Treasurers
Sun	2 October 2016		
Mon	3 October 2016	AM calls updated reports Reports from DECM meet	Trio PRM FM DivD AD
Tue	4 October 2016		
Wed	5 October 2016		
Thu	6 October 2016		
Fri	7 October 2016		
Sat	8 October 2016	Trio Meeting	District Trio
Sun	9 October 2016		
Mon	10 October 2016		
Tue	11 October 2016		
Wed	12 October 2016		
Thu	13 October 2016		
Fri	14 October 2016	Deadline for DivD AD to update DECM reports and updated reports will be table at the DCM	Trio PRM FM DivD AD AM
Sat	15 October 2016	Call for agenda items for November District Council Meeting (DCM) and Reports for DECM from Trio DivD AD and FM – 4 weeks before DCM	DD AM
Sun	16 October 2016		
Mon	17 October 2016		
Tue	18 October 2016		
Wed	19 October 2016		
Thu	20 October 2016		
Fri	21 October 2016	Trio Meeting	District Trio
Sat	22 October 2016		
Sun	23 October 2016		
Mon	24 October 2016	District Leadership Chair acceptance	
Tue	25 October 2016		
Wed	26 October 2016		
Thu	27 October 2016		
Fri	28 October 2016		
Sat	29 October 2016	QUIZ NIGHT 6:30pm for 7:00pm start	PRM All Clubs & District Trio
Sun	30 October 2016	Dateline for Submission of Agenda Item for DCM	
Mon	31 October 2016	Quarter 1 Finance Manager Report due at WHQ Profit and Loss Statement with certification page and Narratives.	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 1<sup>st</sup> October 2016
- Profit and Loss Statement with certification page and narratives
- Appointment of District Leadership Committee Chair

## NOVEMBER 2016

Day	Date	Event/Important Date	Attendance/Actioned by
Tue	1 November 2016	<ul style="list-style-type: none"> <li>Appointment of the Audit Committee</li> <li>Appointment of District Leadership Committee</li> </ul>	DD DD and DLC Chair
Wed	2 November 2016		
Thu	3 November 2016		
Fri	4 November 2016	Trio Meeting	District Trio
Sat	5 November 2016	<ul style="list-style-type: none"> <li>DMM #3 10:30am – 12:30pm at UWA Uni Club Overall Status</li> <li>Northern Division – Humorous and Table Topics Speech Contests – 2pm for 2:30-5:00pm Bob Daniel Community Hall</li> </ul>	Trio PRM DivD AD AM FM Trio PRM and All Northern DivD AD's
Sun	6 November 2016		
Mon	7 November 2016		
Tue	8 November 2016		
Wed	9 November 2016		
Thu	10 November 2016	Contact clubs that have not paid dues	CGD (Grace period)
Fri	11 November 2016		
Sat	12 November 2016	TLI Practice Workshop for Presenters Shenton Park Community Hall 1-4pm - 40 Onslow Rd, Shenton Park WA 6008	PQD
Sun	13 November 2016	Southern Division – Humorous and Table Topics Speech Contests (late afternoon) Rockingham	All Southern DivD AD
Mon	14 November 2016		
Tue	15 November 2016		
Wed	16 November 2016	Trio Meeting	
Thu	17 November 2016		
Fri	18 November 2016		
Sat	19 November 2016	<ul style="list-style-type: none"> <li><b>DOT Second Round Training 10:00am-2:00pm</b></li> <li><b>District Council Meeting DCM 2:30pm – 5:00pm</b></li> </ul>	District Trio PRM DivD AD AM FM LM  Trio PRM IPDD AM FM LM DivD AD Parliamentarian VPE President
Sun	20 November 2016	<b>Emerging Leaders Workshop Ellie Young 10-12pm</b>	Presenter Region 12 Advisor All aspiring District Officer are very welcoming to attend.
Mon	21 November 2016		
Tue	22 November 2016		
Wed	23 November 2016		
Thu	24 November 2016		
Fri	25 November 2016	Deadline Area Visits Reports to be submitted	DivD AD
Sat	26 November 2016	<ul style="list-style-type: none"> <li>Central Division – Humorous and Table Topics Speech Contests</li> </ul>	All Central DivD AD
Sun	27 November 2016		
Mon	28 November 2016		
Tue	29 November 2016		
Wed	30 November 2016	<ul style="list-style-type: none"> <li>End of First round of club visits and submission of reports to WHD</li> <li>Deadline for Changes to Club Officer Training report</li> </ul>	AD  PQD

### **Important Tasks for November**

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

## DECEMBER 2016

Day	Date	Event/Important Date	Attendance/Actioned by
Thu	1 December 2016	<ul style="list-style-type: none"> <li>Period for second round of COT begins</li> <li>District Alignment Committee Appointed</li> </ul>	PQD CGD & DD
Fri	2 December 2016	Trio Meeting	District Trio
Sat	3 December 2016	TLI/COT #1 Registration 1:00pm for 1:30pm – 5:30pm Innovation Centre, 9 De Laeter Way, Bentley 6102	All Club Officers District Trio DivD AD
Sun	4 December 2016		
Mon	5 December 2016	<b>Bob Hooey DTM “Ideas Man”, Accredited</b> <ul style="list-style-type: none"> <li><b>Speaker “In the Company of Leaders” &amp; COT:</b> 11:45am for 12-2pm City of Perth Library, Auditorium, 573 Hay Street, Perth</li> <li><b>Speaking for Success</b> 6:30-8:00pm Innovation Centre, 9 De Laeter Way, Bentley 6102</li> </ul>	Corporate and City Clubs  All members and Guests
Tue	6 December 2016		
Wed	7 December 2016	District alignment committee announced	CGD
Thu	8 December 2016		
Fri	9 December 2016		
Sat	10 December 2016	Trio Meeting	District Trio
Sun	11 December 2016		
Mon	12 December 2016		
Tue	13 December 2016	Publish the call for candidates for District Officers	Nomination Committee Chair
Wed	14 December 2016		
Thu	15 December 2016		
Fri	16 December 2016		
Sat	17 December 2016	Trio Meeting Prepare for Midyear	
Sun	18 December 2016		
Mon	19 December 2016		
Tue	20 December 2016	Club Officer Lists due to WHQ for clubs who elect Semi-Annually	Club Presidents and Club Secretaries.
Wed	21 December 2016		
Thu	22 December 2016		
Fri	23 December 2016		
Sat	24 December 2016		
Sun	25 December 2016	<i>Christmas Day</i>	
Mon	26 December 2016	<i>Boxing Day</i>	
Tue	27 December 2016		
Wed	28 December 2016		
Thu	29 December 2016		
Fri	30 December 2016		
Sat	31 December 2016		

### 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 CGD)
- Publish call for candidates (DLC Chair and DD)
- Set date for audit (DD FM)

## JANUARY 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Sun	1 January 2017	<b>New Year's Day</b> <ul style="list-style-type: none"> <li>Area Director second round visits begin</li> <li>Audit committee begins tasks</li> <li>Mid Year Training held this month</li> </ul>	AD FM District Trio
Mon	2 January 2017		
Tue	3 January 2017		
Wed	4 January 2017		
Thu	5 January 2017	Mid Year District Leader Training Traveling	District Trio
Fri	6 January 2017	Mid Year District Leader Training	District Trio
Sat	7 January 2017	Mid Year District Leader Training	District Trio
Sun	8 January 2017	Mid Year District Leader Training Traveling	District Trio
Mon	9 January 2017		
Tue	10 January 2017	Alignment Committee begins work	CGD & Committee
Wed	11 January 2017		
Thu	12 January 2017	FM completes the mid-year audit	District FM
Fri	13 January 2017		
Sat	14 January 2017	Trio Meeting	District Trio
Sun	15 January 2017		
Mon	16 January 2017	Club International & Evaluation Contests period begin	
Tue	17 January 2017		
Wed	18 January 2017		
Thu	19 January 2017		
Fri	20 January 2017		
Sat	21 January 2017		
Sun	22 January 2017		
Mon	23 January 2017		
Tue	24 January 2017		
Wed	25 January 2017		
Thu	26 January 2017	<b>Australia Day</b>	
Fri	27 January 2017		
Sat	28 January 2017	Trio Meeting	District Trio
Sun	29 January 2017		
Mon	30 January 2017	Orders and prepares all paperwork for District Contests	PDQ
Tue	31 January 2017		

### **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)
- Audit committee conducts audit (DD FM)
- Attend Mid-Year District Leader Training (District Trio)
- Publish call for candidates (DD Secretary)
- Alignment Committee commences tasks (CGD & Alignment Committee)

## FEBRUARY 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Wed	1 February 2017	<ul style="list-style-type: none"> <li>Talk Up Toastmasters Membership Building Contest period begins</li> <li>Order Awards for District Speech Contests held at Convention &amp; Awards Night</li> </ul>	CGD Club Officers and Club Members DD
Thu	2 February 2017	<ul style="list-style-type: none"> <li>Alignment Committee continues tasks</li> </ul>	CGD & Committee
Fri	3 February 2017		
Sat	4 February 2017	<ul style="list-style-type: none"> <li>TLI/COT Rehearsal 9:30am-12:30pm Palms Community Centre Subiaco</li> <li>DMM #4 1:00—3:00pm</li> <li>UWA Uni Club - Membership &amp; New Clubs Status. Audit Report</li> </ul>	PQD Presenters  Trio PRM DivD AD AM FM  FM
Sun	5 February 2017	TLI/COT South West	
Mon	6 February 2017		
Tue	7 February 2017		
Wed	8 February 2017		
Thu	9 February 2017	TLI/COT #2 Venue Central	Central Division Director
Fri	10 February 2017		
Sat	11 February 2017	Trio Meeting	District Trio
Sun	11 February 2017	TLI/COT #3 Venue Southern	Southern Division Director
Mon	13 February 2017		
Tue	14 February 2017		
Wed	15 February 2017	Mid Year Audit Due at WHD	DD FM
Thu	16 February 2017	Book Venues for next year's	PQD
Fri	17 February 2017		
Sat	18 February 2017	TLI/COT #4 Venue Northern	Northern Division Director
Sun	19 February 2017		
Mon	20 February 2017	Prepare for Proxy/Credentials	District Parliamentarian
Tue	21 February 2017		
Wed	22 February 2017		
Thu	23 February 2017		
Fri	24 February 2017		
Sat	25 February 2017	<ul style="list-style-type: none"> <li>Trio Meeting</li> <li>E14 Contest – Kalgoorlie</li> </ul>	District Trio District Trio DivD E14AD
Sun	26 February 2017	TLI/COT Kalgoorlie	District Trio DivD E14AD
Mon	27 February 2017		
Tue	28 February 2017	<ul style="list-style-type: none"> <li>Last Day to Train Club Officers</li> <li>Last Day for District Officer Nominations</li> </ul>	PDQ DivD 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 International and Evaluation Speech Contests Trophies and District Contests Trophies (DD)
- Prepare for May District Conference and District contests (PDQ)
- Prepares for DCM council meeting and District contests (DD and AM)
- District Leadership Committee submits report to DD six weeks before District Conference
- Publish District Leadership committee report four weeks before district conference (DD)
- Alignment Committee continues tasks (CGD & Alignment Committee)



## MARCH 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Wed	1 March 2017	Remind clubs of April Membership Dues Renewals	CGD
Thu	2 March 2017		
Fri	3 March 2017	Alignment Committee works on final alignment	DD CGD & Committee
Sat	4 March 2017		
Sun	5 March 2017		
Mon	6 March 2017	Public Holiday	
Tue	7 March 2017		
Wed	8 March 2017		
Thu	9 March 2017	<ul style="list-style-type: none"> <li>AM calls for agenda items for May District Council Meeting from Delegates (May 27)</li> <li>AM Calls for Reports for DECM (8<sup>th</sup> April 2017)</li> </ul>	All Presidents, VPE's and District Officers All District Officers
Fri	10 March 2017		
Sat	11 March 2017	Trio Meeting – ELECTION	
Sun	12 March 2017		
Mon	13 March 2017		
Tue	14 March 2017		
Wed	15 March 2017	<ul style="list-style-type: none"> <li>April Dues Renewals must be received at WHQ for DCP credit (Second reminder)</li> </ul>	CGD
Thu	16 March 2017		
Fri	17 March 2017		
Sat	18 March 2017	<ul style="list-style-type: none"> <li>DMM #5 10:am-12pm UWA Uni Discuss &amp; District Conference Contests</li> <li>Eastern Division – International and Evaluation Speech Contest 3:00-5:30 Venue TBA by DivD</li> </ul>	Trio PRM DivD AD AM FM All Members Eastern Trio PRM Division DivD AD
Sun	19 March 2017	Speaker to Trainer Speechcraft/TLI Workshop 12:30 for 1:0pm start to 5:30pm. Shenton Park Community Hall	All Welcome
Mon	20 March 2017		
Tue	21 March 2017		
Wed	22 March 2017		
Thu	23 March 2017	<ul style="list-style-type: none"> <li>Nominations for Toastmaster of the Year for the District sent to all Clubs</li> <li>Call for reports for April DECM Meeting</li> </ul>	District Officers AM
Fri	24 March 2017		
Sat	25 March 2017	<ul style="list-style-type: none"> <li>Trio Meeting</li> <li>Northern Division – International and Evaluation Speech Contest (afternoon) venue TBA by DivD</li> </ul>	District Trio All Members Northern Division DivD AD
Sun	26 March 2017		
Mon	27 March 2017		
Tue	28 March 2017		
Wed	29 March 2017		
Thu	30 March 2017		
Fri	31 March 2017	<p>Last Day Talk Up Toastmasters Membership building contest</p> <p>Last day for Club Officer Training Reports to WHD</p> <p>District Leadership Committee Report due to DD</p> <p>April Dues Renewals due to WHD</p>	All PQD DLC Committee Chair VPs Membership & 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 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Sat	1 April 2017	• Central Division – International and Evaluation Speech Contest (afternoon) TBA by DivD	All Members Central DivD AD's
Sun	2 April 2017	Nominating Committee Report to District Council Members	DD
Mon	3 April 2017	Alignment Proposal sent to club Presidents for review	DD AM
Tue	4 April 2017		
Wed	5 April 2017		
Thu	6 April 2017		
Fri	7 April 2017	Alignment Committee prepares report	CGD & Committee
Sat	8 April 2017	• DECM #2 Executives 9:30am-12-30pm Bentley Tech Park • Southern Division – International and Evaluation Speech Contest 1:00pm-4pm (afternoon) Bentley Tech Park	District Trio, PRM, DivD AD AD FM Parliamentarian  All Members Southern DivD & AD's Trio PRM
Sun	9 April 2017		
Mon	10 April 2017	April Dues Renewals due to WHQ for DCP Credit	CGD
Tue	11 April 2017		
Wed	12 April 2017		
Thu	13 April 2017		
Fri	14 April 2017	Good Friday	
Sat	15 April 2017		
Sun	16 April 2017	Easter Sunday	
Mon	17 April 2017	Easter Monday	
Tue	18 April 2017		
Wed	19 April 2017		
Thu	20 April 2017		
Fri	21 April 2017		
Sat	22 April 2017	Trio Meeting	District Trio
Sun	23 April 2017	Final Call for Nominations for District TM of the Year	DD AM
Mon	24 April 2017		
Tue	25 April 2017	Anzac Day	
Wed	26 April 2017		
Thu	27 April 2017		
Fri	28 April 2017		
Sat	29 April 2017	• DMM #6 – 1:00-3:00pm UWA Uni Club. Distinguished Status and Financial Report	District Trio, PRM, DivD AM FM
Sun	30 April 2017	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 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Mon	1 May 2017	Beat the Clock Membership Building Contest begins	CGD All Members
Tue	2 May 2017	Close of Nominations for District TM of the Year	District Trio PRM DivD
Wed	3 May 2017		
Thu	4 May 2017		
Fri	5 May 2017		
Sat	6 May 2017	Trio Meeting	District Trio
Sun	7 May 2017		
Mon	8 May 2017		
Tue	9 May 2017		
Wed	10 May 2017		
Thu	11 May 2017		
Fri	12 May 2017		
Sat	13 May 2017		
Sun	14 May 2017		
Mon	15 May 2017		
Tue	16 May 2017		
Wed	17 May 2017		
Thu	18 May 2017		
Fri	19 May 2017		
Sat	20 May 2017	Trio Meeting	District Trio
Sun	21 May 2017		
Mon	22 May 2017		
Tue	23 May 2017		
Wed	24 May 2017	Deadline Area Visits Reports to be submitted	DivD AD
Thu	25 May 2017		
Fri	26 May 2017	District Convention	All Members
Sat	27 May 2017	<ul style="list-style-type: none"> <li>• District Convention</li> <li>• District Council Business Meeting</li> </ul>	All Members
Sun	28 May 2017	<ul style="list-style-type: none"> <li>• District Convention</li> </ul>	All Members
Mon	29 May 2017	<ul style="list-style-type: none"> <li>• Second-round Area Director club visits should be completed and Area Visit Reports submitted online</li> <li>• Changes to Club Officer Training Report due to WHD</li> <li>• Start planning District Calendar</li> <li>• Start working on year-end audit</li> <li>• Publicise Awards Night 7 July</li> </ul>	AD PDQ District Trio Elect DD FM PRM
Tue	30 May 2017		
Wed	31 May 2017		

### **Important Tasks for May**

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

## JUNE 2017

Day	Date	Event/Important Date	Attendance/Actioned by
Thu	1 June 2017		
Fri	2 June 2017	<ul style="list-style-type: none"> <li>Send Congratulatory emails to Distinguished Areas and Divisions – Remind them what they need to do to get to the next level</li> </ul>	DD
Sat	3 June 2017	<ul style="list-style-type: none"> <li>Ask incoming Division Directors to prepare COT</li> <li>Trio Meeting and Handover</li> </ul>	PQD Outgoing Incoming Trio
Sun	4 June 2016		
Mon	5 June 2017	<b>WA Day – Public Holiday</b>	
		<ul style="list-style-type: none"> <li>Prepare Agenda for DOT – Source Presenters</li> </ul>	PQD
Tue	6 June 2017	<ul style="list-style-type: none"> <li>Reminder to all Clubs for Club Officer Lists to TMI</li> </ul>	DivD
Wed	7 June 2017	<ul style="list-style-type: none"> <li>Incoming DivD to set dates for Division Finals</li> <li>Order new District Officer Badges</li> </ul>	DivD Incoming DD
Thu	8 June 2017	<ul style="list-style-type: none"> <li>Ask for return of Perpetual Trophies for Awards Night</li> </ul>	PDQ
Fri	9 June 2017		
Sat	10 June 2016	<ul style="list-style-type: none"> <li>DMM #7 1pm-3pm UWA Uni Club.</li> <li>Membership Distinguished Clubs Status</li> </ul>	Trio PRM DivD AD AM FM
		<b>Leadership Summit DOT#1</b> <ul style="list-style-type: none"> <li>Handover and lessons learnt;</li> <li>Incoming Division Directors to set dates for Division Finals of all contests</li> <li>PDQ and CGD expectations from Division Directors</li> </ul>	Incoming District Trio DivD AM PRM IPDD FM IPDD
Sun	11 June 2017		
Mon	12 June 2017		
Tue	13 June 2017		
Wed	14 June 2017		
Thu	15 June 2017		
Fri	16 June 2017		
Sat	17 June 2017	<b>Leadership Summit DOT#2</b> <ul style="list-style-type: none"> <li>Discuss 2017 TLI/COT Dates</li> </ul>	Incoming District Trio DivD PDD AM PRM FM AD IPDD
Sun	18 June 2017		
Mon	19 June 2017		
Tue	20 June 2017		
Wed	21 June 2017		
Thu	22 June 2017		
Fri	23 June 2017		
Sat	24 June 2017		
Sun	25 June 2017		
Mon	26 June 2017		
Tue	27 June 2017		
Wed	28 June 2017		
Thu	29 June 2017		
Fri	30 June 2017	<ul style="list-style-type: none"> <li>Beat the Clock Membership Building ends</li> <li>Annually Elected Club Officers List due to</li> <li>Last Day of Toastmasters Year</li> </ul>	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 elect)
- Plan district calendar (DD elect)
- Start Year-end Audit (FM)
- Submit Area and Division alignment report on template provided by WHD (DD elect)
- Meet with incoming district leaders about transitioning to next administration
- Foster leadership team building
- Pay all bills for the year by June 30 and Prepare files to hand over to WHD (FM)

Filename: District-17-Calendar-2016-2017-V10 30October .docx  
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Template: /Users/leonorragan/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm  
Title: District 17 Calendar of Events/Important Dates  
Subject:  
Author: Alexandra Morton  
Keywords:  
Comments:  
Creation Date: 3/11/2016 8:08 AM  
Change Number: 2  
Last Saved On: 3/11/2016 8:08 AM  
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As of Last Complete Printing  
Number of Pages: 12  
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Number of Characters: 22,003 (approx.)