

District 49 Calendar: July 1, 2017 – June 30, 2018

Throughout the Toastmasters year, officers representing Clubs, Areas, Divisions and the District all work together to achieve many goals and milestones. To succeed in elected or assigned role, each officer must develop a plan to help manage their time, set priorities, and accomplish their goals.

This calendar has been developed to help with your planning efforts. It shows, by month, the activities and events we should be addressing. Club members may also want to review the calendar for key events within their Club, Area, Division and the District.

Please send updates, changes and corrections to PR Manager Dean Masai (deanm2030@gmail.com) and Webmaster Wen He (hewen@hotmail.com).

July 2017	
July 1-31	Club Officer training continues – for more info visit district49.org Register at Eventbrite: https://july-15-club-officer-training.eventbrite.com/ PQD submit club officer training reports online
July 1-31	Area Directors: Install Club Officers for all clubs
July 1-31	Start work on the District Budget, District Success Plan (due September 30, 2017)
July 1-31	Conference Chair & committee-- planning, prepare for November 4, 2017 district conference.
July 1-31	Incentive Campaigns: 1) PQD - Seven of 7 club officers trained “Fabulous 7--June 3, 2017 – August 31, 2017” 2) PQD - Moments of Truth “July 1 – August 31, 2017” 3) CGD - BIZZY BEE BINGO Blast July 1-September 30 Information of campaigns on website
July 1	Toastmasters Year and <u>Distinguished Club Program</u> begin DUE--* IPDD Transfer all records to new administration, including publishing venues*
July 1	Area Directors begin first round of Club visits
July 15	DUE at World Headquarters-DD: District leader list (along with signed Officer Agreement and Release Statements), Signature form and bank signatory card, District Calendar, Assignment of Clubs, Division and Area alignment changes.
July 15	District Executive Committee Meeting 8:00 am – 8:45 am + District Officers Installation + District 49 Club, District officers and Membership training. Location: Argosy University, 1001 Bishop Street, Suite 400, Honolulu, HI 96813. Register at Eventbrite - https://july-15-club-officer-training.eventbrite.com/

August 2017

August 1-31	Club Officer training continues. Ends on August 31 PQD-- Incentive: 7 of 7 Club Officer's Trained (campaign rules on website)
August 1-31	Club Contests - Evaluation and Humorous Speech Contests
August 1-31	Continue work on the District Budget, District Success Plan (due September 30, 2017)
August 1-31	Conference Chair & committee-- continue planning, prepare for November 4, 2017 district conference. DD and Administration Manager-- prepare for Fall Conference district council meeting. Prepare proxy/credentials forms for district conference DD place orders for custom district event items at www.toastmasters.org/districtproductguide Finance Manager prepare previous year's financial records for submission to World Headquarters. PR Manager publicize the district's semifinalist in the International Speech Contest
August 1	<u>Smedley Award</u> program begins (August 1-September 30)
August 15	All Clubs: Start collecting dues (Submit Deadline: October 1) CGD—Early Dues renewal by September 1 incentive
August 21-22	District Leadership Training (Key 3) in Vancouver, British Columbia
August 23 – 26	<u>Toastmasters 2017 International Convention</u> in Vancouver, British Columbia
August 28	Club Officers and District Officers Training- Register at Eventbrite
August 31	End of Campaigns: Fabulous 7 and Moments of Truth End of Club Officer Training for Distinguished credit PQD submit club officer training reports online District: DUE Year-end Audit Report for previous year at World Headquarters District: DUE Previous year's financial records District: DUE Fixed Asset Template and Accrual Template

<u>September 2017</u>	
September 1-30	All Clubs: DUES are DUE Finish collecting dues (Clubs Submit renewals online -- Deadline: October 1) CGD—Early Dues renewal by September 1 incentive
September 1	DUE: (DD) changes to district leader list for Advanced Leader Credit
September 9	DEC Meeting 8:15 am – 9:00 am Fall Area Speech Contests - Evaluation and Humorous Speech (PQD) – Location: CPB Training Room AREA DIRECTOR INCENTIVE: submit online visit reports by September 9
September 16	Fall Area Speech Contests - Evaluation and Humorous Speech (PQD) – Location: CPB Training Room
September 30	End: <u>Smedley Award</u> membership-building program (CGD)
September 30	End: BINGO Blast (July 1- September 30) (CGD)
September 30	Fall Division Speech Contests (PQD) – Location: CPB Training Room
September 30	DUE at World Headquarters: District Budget, District Success Plan, Club Officer Training Report, Division & Area Directors Training Report, Leadership role changes due to Toastmasters International
<u>October 2017</u>	
October 1-31	Fall Conference and District Credential/Proxy announcement(s)
October 1-31	Incentives: TBA
October 1	Club Presidents/Club Treasurers: Deadline to submit Semiannual Membership Reports and Dues to World Headquarters (Club Business <u>login required</u>)
October 7	Fall Division Contests - Evaluation and Humorous Speech (PQD) Location: CPB training room
October 31	Area Directors: Deadline to submit <u>Club Visit Report</u> online
October 31	DUE: Finance Manager to provide Quarter 1 Profit & Loss Statement with certification page and narratives.

November 2017

November 1-30	Club Officer elections (clubs that elect semiannually)
November 1-30	Clubs: Submit Club Officer Lists to World Headquarters (Instructions)
November 1-30	Contact clubs that have not paid membership-renewal dues
November 1	Appointment of Audit Committee – Auditor is Teresa Fabrey Appointment of District Leadership Committee – Chair is Elaine Glover, DTM
November 4	District Fall Conference, District Evaluation and Humorous Speech Contest.
November 4	Club Presidents & VP Education: Attend District Council Meeting at Fall Conference. If unable to attend, assign vote to another club member using the proxy forms.
November 30	End: First round Area Directors club visits DUE: First Round Area Director Club Visit reports

December 2017

December 1-31	Area Directors Start second-round club visits Toastmasters Family Fun Day Picnic—Ala Moana/ Magic Island – CGD—TBA more info on date and time!
December 1-31	Club Officer second-round training begins; first session in January 2018 (training is for both semiannually and annually elected officers) PQD submit second-round club officer training reports online
December 15	DUE: candidate declaration of intent to run due to District Leadership Committee (District Leadership Committee Chair: Elaine Glover, DTM)
December 31	Clubs that elect officers semiannually: Deadline to submit Club Officer Lists to World Headquarters (Instructions).

January 2018

January 1-31	Club Officer training session – PQD will advise. Note that training is for both semiannually and annually elected officers
January 1-31	Area Directors: continue second round of club visits
January 1-31	Area Directors: Install Club Officers (clubs that elect semiannually)
January 1-31	District: Nominating Committee begins meeting District: Alignment Committee begins meeting
January 1-31	Prepare MID-YEAR audit report
January TBD	District Officers Mid-Year Training
January 9/TBD	District Executive Committee / DEC Meeting – 5:30-6:30 PM – CPB training room Mid-Year Review (What % are we of our Goals? Target is 50% of Goals)
January 10	District: Financial Report for July-Nov due to World Headquarters

February 2018

February 1-28	Club Officer training continues PQD will advise. All club officers attend twice a year, whether elected for 6 months or 1 year.
February 1-28	Club Speech Contests-Table Topics & International Speech Order speech contest awards. Place orders for custom district event items at www.toastmasters.org/districtproductguide
February 1	<u>Talk-Up Toastmasters</u> membership building program begins Feb 1-Mar 31, 2017
February 18	Division Directors recommend realignment to District Executive Committee
February 15	DUE: Mid-year Audit Report at World Headquarters DUE: First half of financial documents DUE: Accrual Template & Inventory Template
February 15	All Clubs: Begin collecting dues (Submit Deadline: April 1)
February 28	End Second Round of Club Officer Training for Distinguished Credit PQD submits second-round club officer training report online

<u>March 2018</u>	
March 1-31	All Clubs: Finish collecting dues (Submit online Deadline: April 1)
March 3	DEC Meeting + Area Speech Contests - Table Topics & International Speech
March 10	Area Speech Contests (PQD)
March 31	District: Officer Training Reports due to World Headquarters (PQD)
March 31	Talk-Up Toastmasters program ends
<u>April 2018</u>	
April 1	DUE: Deadline to submit Semiannual Membership Reports and Dues to World Headquarters (Club Business login required)
April 7	Division Contest - Table Topics & International Speech Contests (PQD)
April 14	Division Contest - Table Topics & International Speech Contests (PQD)
April 30	DUE: Quarter 3 Profit & Loss Statement with certification pages and narratives to World Headquarters.
<u>May 2018</u>	
May 1-31	Contact clubs that have not paid membership-renewal dues Club Officer Elections
May 1-31	All Clubs: Submit Club Officer Lists to World Headquarters (Club Business login required)
May 1	Beat the Clock Award program begins
May 5	District Spring Conference, Speech Contests, Business Meeting
May 10	District: Financial Report for July-Mar due to World Headquarters
May 31	DUE: Corrections to second-round club officer training reports END: Second-round club visits DUE: Area Directors second-round club visit reports

June 2018

June 1-30	Start: first-round Club Officer training (2018-2019) PQD submit online first-round club officer training
June 12	District Executive Committee Meeting (DEC) – location TBA
June TBD	District: Incoming Division and Area Director 2017-2018 Training
June 30	Beat the Clock Award program ends
June 30	All Clubs: Deadline to submit Club Officer Lists to World Headquarters (Club Business login required)
June 30	Toastmasters Year and Distinguished Club Program ends.

