



District 78 Calendar 2018-2019

(Revision date 08/12/2018)

<u>JULY 2018</u>	<u>August 2018</u>
<ul style="list-style-type: none"> • Area and Division Director Training (June 1-August 31) • District Director to complete Appointments to District Positions and submit to TI by July 15 • District Director submit alignment changes for 2018-2019 by - July 15 • District Director send reminder to Presidents and Secretaries of clubs that have not submitted their On-line Proxy's for the International Convention. (August 1st) ➤ First Round of Club Officer Training (June 1-August 31) ➤ <i>Report of officer training to Program Quality Director</i> ➤ Area Directors follow up with Clubs that have not submitted their officer lists for the new TM year ➤ Area Directors Begin Club visits - (June 1-August 31) ➤ Area and Division Council Meetings – to be held ➤ Area Directors Start First Round of Club Visits (July 1 – Nov. 30) – <i>please complete on-line submission within 1 week of visit</i> ○ Prepare Club, Area, Division Success Plans for the year- Complete by September 30 ○ District Success Plan Draft 1 July 30. Final August 12 ○ August District Newsletter submissions due by July 25 	<ul style="list-style-type: none"> • Continue Area and Division Director Training (August 31) • Pay all previous years bills August 1 • Previous year end Audit report due August 31 • Financial records, fixed asset and accrual template due August 31 • District Success Plan and Budget to TI by September 30 • District Director: <ul style="list-style-type: none"> ✓ Notice of District Executive Council and District Council meeting due August 22 ➤ Continue Club Officer Training (August 31) – <i>submit training sign-in sheets to PQD</i> ➤ Area Directors continue with club Visits: <i>Please complete on-line submissions within 1 week of visit</i> ➤ Publish Area/ Division Calendars by August 31 – <i>have available at club officer training if possible</i> ➤ Division and Area Success Plans submitted to PQD by September 30 ○ Toastmaster International Convention in Chicago, IL August 22-22 (Trio Training August 20 & 21) ○ August District newsletter out to membership by August 31 ○ Smedley Award Membership Contest (August 1 – September 30)
<u>September 2018</u>	<u>October 2018</u>
<ul style="list-style-type: none"> • District Director: <ul style="list-style-type: none"> ✓ Prepare *DEC and **DC committee meeting agenda by September 5 ✓ District Success Plan and Budget to TI by September 30 • *DEC / **DC Zoom meeting- September 19, 8:00 pm Central and 7:00 pm Mountain ➤ Division and Area Success Plans submitted to PQD by September 30 ➤ First round Club Officer training reports due September 30 - <i>Area directors send officer sign in list to PQD</i> ○ Membership Dues Renewals – due to WHQ by September 30 ○ Smedley Award Membership Contest ends September 30 	<ul style="list-style-type: none"> • Dues renewal needs to be complete by October 1 - CGD Follow up with Clubs that have not paid dues/low membership • District Director: <ul style="list-style-type: none"> ✓ Appoints District Leadership Committee chair and ✓ Identifies Audit Committee • 1st Quarter P & L Statement due with certification and Narratives by October 31 ➤ Area Directors continue with club Visits: <i>Please complete on-line submissions within 1 week of visit</i>

November 2018

- CGD Follow up with Clubs that have not paid dues/low membership
- District Director:
 - ✓ Finalize Audit Committee by November 1
 - ✓ District Leadership Committee by November 1 -
- DLC members are recommended by the DLC Chair and approved by the District Director
- Publish the Call for Candidates for the 2018-2019 – by November 30
- First Round Club Visits need to be completed and reports submitted to WHQ by November 30

- District Newsletter articles submitted by November 15
- Electronic Newsletter sent to members by November 30

December 2018

- Area and Division Officer Midyear Training through Zoom (date to be determined)
- Continue with Call for Candidates for the 2018-2019 year
- Program Quality Director Order Trophies for Area, Division and District Speech Contests
- District Director:
 - ✓ Alignment Committee – established by December 31
 - ✓ Work with audit committee to set date for audit

- 2nd Round Club Officer Training begins (December 1- January 31)
- Area Directors Start 2nd round of club visits (December 1 – May 31)

- Clubs with semi-annual elections submit officer list to TI
- Candidate declaration of intent to run for District office by December 15

January 2019

- Finance Manager prepares for the Mid-Year Audit
- Audit Committee begins Mid-Year Audit – Due February 15
- District Director: Prepare proxy/credentials forms for the district convention
- District Director, Program Quality Director and Club Growth Director attend Mid-year training – January 18-19
- 2nd Round of DEC Training- Webinar format- Date TBA
- Continue with Call for Candidates for the 2018-2019 year

- Area Directors continue Club officer training: *Those clubs with 7 of 7 officers trained are eligible to be picked for a free registration for Spring convention*
- Area Directors continue Club Visits (December 1 – May 31) *Submit on-line report within one-week following visit*
- Area and Division Directors review Success Plans

- Clubs review Club Success Plans
- District Newsletter submissions due January 1
- Electronic newsletter to members by January 31

February 2019

- District Director:
 - ✓ Prepare and send Proxies to club presidents and Vice Presidents of Education in hard copy newsletter.
 - ✓ Notice of District Executive Council meeting due February 15, 2018
- Midyear audit report due February 15
- 2nd Quarter P & L Statement due with certification and Narratives by February 15

- Area Directors continue Club Visits (December 1 – May 31) *Submit on-line report within one-week following visit*
- 2nd round of club officer training submitted to PQD by February 28

- Clubs should hold their speech contests no later than February 23
- Talk Up Toastmasters begins (February 1 – March 31)

March 2019

- District Director Prepare DEC and DC committee meeting Agenda
- DLC Report due to District Director by March 15 and published in the Newsletter by March 29
- PQD submits club officer training to TI by March 31

- Area Directors continue Club Visits (December 1 – May 31) *Submit on-line report within one-week following visit*

April 2019

- District Director-
 - ✓ Reminder to Presidents/V.P. Education for proxies if not attending the convention
 - ✓ DEC and DC Business meetings

- 3rd Quarter P & L Statement due with certification and Narratives by April 30

<ul style="list-style-type: none"> ➤ Area Council need to hold elections for incoming Area Director – no later than April 12 – written notice of the election/meeting must be given to the club Presidents no later than March 15 ➤ Area Directors complete Club Officer Training – Last date to report March 31 ○ Speech Contests: <ul style="list-style-type: none"> ✓ *March 16 – Last day recommended to hold Area Contests ✓ *March 30 – Last day recommended to hold Division Contests ○ Talk Up Toastmasters – completion date March 31 ○ Prepare for District Convention in Great Falls, MT – May 3-4 ○ District Newsletter submissions due by March 1, 2018 ○ Newsletter mailed to membership by March 25, 2018 ○ Promote Toastmaster of the Year awards <ul style="list-style-type: none"> ✓ *Club selection to Area Director by – May 31 ✓ *Area selection to Division Directory by – June 15 ✓ *Division selection to District Director by – June 30 ○ Clubs submit membership dues renewals by April 1 	<ul style="list-style-type: none"> • PQR Submit District Officer election results ASAP after district convention ➤ Area Council need to hold elections for incoming Area Director – no later than April 12 – written notice of the election/meeting must be given to the club Presidents no later than March 15 ➤ Area Director Club visits need to be completed by May 31 • Spring convention: May 3-4, 2019 Great Falls, MT • Membership Dues Renewal due by April 1 - <i>CGD Follow up with Clubs that have not paid dues/low membership</i>
<p style="text-align: center;"><u>May 2019</u></p> <ul style="list-style-type: none"> • Badges, Pins and Ribbons ordered for incoming officers ➤ Reminder for Officer Elections: submit online by June 30 ➤ Second Round Club Visits need to be completed and reports submitted to WHQ by May 31 ➤ Area Directors/CGD contact clubs that have not paid their member dues ➤ Area directors receive Toastmaster of the Year nomination from clubs by May 31 ○ Beat the Clock membership drive May 1 - June 30 ○ District Newsletter submittals by May 1. <i>Electronic Newsletter</i> sent to members by May 31. 	<p style="text-align: center;"><u>June 2019</u></p> <ul style="list-style-type: none"> • All bills to be paid by June 30 • Prepare Fixed Asset template and Accrual template • Area and Division Director training begins for the 2019-2020 year • Celebrate Distinguished Areas, Divisions and District ➤ Area Directors begin Club Officer Training ➤ Area Directors submit Toastmaster of the year nominee to Division Directors by June 15 ➤ Division Directors submit Toastmaster of the year nominee to District Director by June 30 ➤ Area Directors check in with Clubs that have not turned in Officer List ○ Clubs submit new officer slate to TI by June 30 ○ Beat the Clock ends June 30

*DEC – District Executive Committee is made up of District Director(DD), Program Quality Director(PQD), Club Growth Director(CGD), Public Relations Manager(PRM), District Administration Manager, Finance Manager, Division Directors(DIV. D), Area Directors(AD), Immediate Past District Director(IPDD)

**DC – District Council includes the DEC members plus the club presidents and club vice president education.