

INTRODUCTION

This resource is intended to guide the district leadership team toward achieving district success.

Included:

- ▶ Checklists to measure success
- ▶ Deadline/important date reminders
- ▶ Tips to overcome challenges

JULY

Checklist:

- Complete year-end audit.
- Train club, area and division officers.
- Begin first-round club visits by area governors.
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points.
- Ensure all information and records from previous district administration were transitioned to new administration.
- Follow up with clubs that have not submitted their officer lists to WHQ.

Deadlines/Important Dates:

July 1:

- The start of the Toastmasters year
- The Distinguished District, Division, Area and Club Programs begin.

July 15:

- District officer list due to WHQ.
- District calendar due to WHQ.
- Area and division alignment changes due to WHQ.
- District signature form due to WHQ.

Tips:

- Build and support your team of leaders.
- Begin club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Make sure clubs know the value of the Speechcraft program.

AUGUST

Checklist:

- Complete club, area and division officer training.
- Complete district budget.
- Set goals for the District Success Plan Matrix.
- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points.

Deadlines/Important Dates:

August 1:

- WHQ membership-building contest, Smedley Awards begins.

August 31:

- Last day for training club officers.
- Year-end audit due to WHQ.

Tips:

- Submit club-officer training online.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Network with other leaders – the International Convention is a great opportunity.
- Look ahead; what's coming up?
- Take time to get to know your leadership Trio and build the foundation – the International Convention is a great opportunity.

SEPTEMBER

Checklist:

- Work with leaders to focus on chartering as many clubs as possible for Distinguished District points.
- Submit club membership dues renewals online.
- Complete first-round club visits by area governors.
- Send out credential/proxy forms to club presidents and vice presidents education at least two weeks in advance of the district conference.

Deadlines/Important Dates:

September 1:

- Last day to report any district officer appointments, including area governors, to WHQ to ensure volunteer credit is received.

September 15:

- Monthly treasurer report for the period ending July 31 due to District Trio.

September 30:

- Report of club, area and division-officer training due to WHQ. *(85 percent of area and division governors need to be trained, and reported to WHQ, in order to qualify for Distinguished District Program).*
- District Success Plan Matrix due to WHQ. *(Required in order to qualify for Distinguished District Program).*
- Membership-building contest, Smedley Awards end.
- Report of club officer training due to WHQ (affects DCP credit).
- District budget due to WHQ.
- End of promotion for Distinguished District points for chartering as many clubs as possible in the months of August and September.

Tips:

- Submit club-officer training online.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Network with other leaders.
- Don't get overwhelmed, ask for help, delegate and stay organized.
- Check on club performance by reviewing the DCP and touching base with area governors.
- Make sure clubs know the value of the Speechcraft program.

OCTOBER

Checklist:

- Submit club membership dues renewals online.
- Complete first-round club visits by area governors.
- Prepare for district conference .
- Prepare for district executive committee meeting.

- Prepare for district council meeting.
- Prepare previous year's financial records.
- Start planning audit committee appointments.
- Organize and prepare previous year's financial records for shipment to WHQ.

Deadlines/Important Dates:

October 1:

- October dues renewals due to WHQ.

October 10:

- October dues renewals due to WHQ for Distinguished Club Program credit.

October 15:

- Monthly treasurer report for the period ending August 31 due to District Trio.

October 31:

- First-round area governor club visits should be completed.

Tips:

- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- If every club in your district is Distinguished, it makes your district goals easier to achieve.
- Evaluate the training and use the findings to enhance the next officer training.

NOVEMBER

Checklist:

- Submit club membership dues renewals online.
- Follow up with those who have not paid their October dues.

Deadlines/Important Dates:

November 1:

- District governor to appoint audit committee.

November 15:

- October dues renewals due for Distinguished Area Program credit.
 - Monthly treasurer report for the period ending September 30 due to District Trio.
 - Quarterly treasurer report for July 1 through September 30 due to WHQ.
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November 30:

- Area governors have reports of first-round club visits due to WHQ.
- Previous year's financial records due to WHQ (Cancelled checks, bank statements, cash receipts, original invoices, check requests and cash disbursement journals).
- Additions/corrections/changes deadline for club officer training.

Tips:

- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Share successes and challenges with other leaders.
- Don't forget to thank your volunteers for everything they do.

DECEMBER

Checklist:

- Second-round training for club, area and division officers begins.
- Start planning for elections.
- Start working on appointing nominating committee.
- Start planning next district conference.

December 15:

- Monthly treasurer report for the period ending October 31 due to District Trio.

Tips:

- Submit club-officer training online.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Look ahead; what's coming up?
- The year is halfway over – celebrate what you've accomplished!
- Officer lists due at WHQ for clubs that elect semi-annually.
- Check on club performance by reviewing the DCP and touching base with area governors.
- Make sure clubs know the value of the Speechcraft program.

JANUARY

Checklist:

- Publish the call for candidates (if not yet published).
- Do the mid-year review – and check the DPR; if your district is not at 50 percent of goal achievement, re-think your strategy.
- Complete mid-year audit .
- Train club, area and division officers.
- Begin second-round club visits by area governors.
- Prepare for proxy/credentials.

Deadlines/Important Dates:

January 15:

- Monthly treasurer report for the period ending November 30 due to District Trio.

Tips:

- Submit club-officer training online.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Check out what other districts are doing – look at other district Web sites for ideas.
- Follow up with clubs that have not submitted their officer lists to WHQ.

FEBRUARY

Checklist:

- Train club, area and division officers.
- Prepare for proxy/credentials.
- Complete second-round club visits by area governors.
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org).

Deadlines/Important Dates:

February 1:

- WHQ membership-building contest, Talk Up Toastmasters begin.

February 15:

- Mid-year audit due to WHQ (July 1-December 31).
 - Monthly treasurer report for the period ending December 31 due to District Trio.
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February 28 (29 on leap years):

- Last day for training club officers.

Tips:

- Submit club-officer training online.
- Confirm submissions with WHQ.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.

MARCH

Checklist:

- Submit club membership dues renewals online.
- Complete area governor second-round club visits.
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org).

Deadlines/Important Dates:

March 15:

- Monthly treasurer report for the period ending January 30 due to District Trio.

March 31:

- Report of club officer training due to WHQ (affects DCP credit).
- WHQ membership building contest, Talk Up Toastmasters ends.

Tips:

- Submit club-officer training online.
- Confirm submissions with WHQ.
- Delegate!
- Look ahead; what's coming up?
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Check on club performance by reviewing the DCP and touching base with area governors.
- Make sure clubs know the value of the Speechcraft program.

APRIL

Checklist:

- Submit club membership dues renewals online.
- Complete area governor second-round club visits.
- Prepare for district conference.
- Prepare for district executive committee meeting.

- Prepare for district council meeting.
- Order awards for speech contests (to order, e-mail: supplyorders@toastmasters.org).

Deadlines/Important Dates:

April 1:

- April dues renewals due to WHQ.

April 10:

- April dues renewals due to WHQ for Distinguished Club Program credit.

April 15:

- Monthly treasurer report for the period ending February 28 due to District Trio.

April 30:

- Second-round area governor club visits should be completed.

Tips:

- Confirm submissions with WHQ.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.

MAY

Checklist:

- Start planning for regional conference.

Deadlines/Important Dates:

May 1:

- WHQ membership building contest, Beat the Clock begins.

May 15:

- April dues renewals due for Distinguished Area Program credit.
- Monthly treasurer report for the period ending March 31 due to District Trio.
- Quarterly treasurer report for July 1 through March 31 due to WHQ.
- Additions/corrections/changes deadline for club officer training.

May 31:

- Area governors - second-round club visit reports due to WHQ.

Tips:

- Confirm submissions with WHQ.
 - Look ahead; what's coming up?
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- Stay on track; check your DPR reports regularly.
 - Reflect over the last year on all of the district accomplishments and celebrate!
 - Start planning for the transition of the district administration – lessons learned is a good starting point.

JUNE

Checklist:

- Start training club, area and division officers (Ensure a minimum of 85% of area and division governors are trained to qualify for credit towards the Distinguished District Program).
- Start planning district calendar.
- Prepare and distribute a district directory (to request a district list to help do this, e-mail: districts@toastmasters.org).
- Start working on the year-end audit.
- Hold a transition meeting to transition from one administration to the next.

Deadlines/Important Dates:

June 15:

- Monthly treasurer report for the period ending April 30 due to District Trio.

June 30:

- Club officer lists due to WHQ.
- Last day of the Toastmasters year.
- WHQ membership building contest, Beat the Clock ends.

Tips:

- Build and support your team of leaders.
- Work on club-building efforts.
- Stay on track; check your DPR reports regularly.
- Confirm submissions with WHQ.
- Stay focused on goals.
- Stay in communication with the previous year's leaders.
- Ask questions.
- Ensure a minimum of 85% of area and division governors are trained to qualify for credit towards the Distinguished District Program.
- Check on club performance by reviewing the DCP and touching base with area governors.

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