



Key Dates for Club Officers – 2018-2019

June 2018

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|---|-------------------|
| Meet with outgoing leadership team | All Club Officers |
| Attend 1 st round of Club Officer Training | All Club Officers |
| Establish schedule for Executive Committee meetings | President |
| Prepare meeting schedule for July and beyond | VP Education |

July 2018

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| Hold Executive Committee meeting | President |
| Set Goals & Complete Club Success Plan | All Club Officers |
| Attend 1st round of Club Officer Training | All Club Officers |
| Attend District 6 TLI, July 21 st in Plymouth | All Club Officers |
| Plan and promote open house for August | VP Membership & VP PR |

August 2018

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|---|---------------------------|
| Conduct Moments of Truth session | President or VP Education |
| Attend 1 st round of Club Officer Training (ends 8/31) | All Club Officers |
| Start Smedley Award Membership Contest | VP Membership |

September 2018

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|---|---------------|
| Hold Executive Committee meeting | President |
| End Smedley Award Membership Contest (ends 9/30) | VP Membership |
| Collect and submit dues by September 30 th | Treasurer |

October 2018

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|-------------------------------------|---------------------------|
| Follow up with non-renewing members | President & VP Membership |
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November 2018

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| Hold Executive Committee meeting | President |
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December 2018

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|---|-------------------|
| Attend 2nd round of Club Officer Training | All Club Officers |
| Attend District 6 TLI, December 8 th in Eden Prairie | All Club Officers |
| Hold Club Holiday Party | All Members |



January 2019

Hold Executive Committee meeting
Attend 2nd round of Club Officer Training
Plan and publicize Spring speech contests
Plan and promote open house for February

President
All Club Officers
VP Education & VP PR
VP Membership & VP PR

February 2019

Start Talk Up Toastmasters! Membership Contest
Attend 2nd round of Club Officer Training (ends 2/28)
Plan and publicize Spring speech contests

VP Membership
All Club Officers
VP Education & VP PR

March 2019

Hold Executive Committee meeting
Attend Spring area speech contest
End Talk Up Toastmasters! Membership Contest (ends 3/31)
Collect and submit dues by March 31st

President
All Members
VP Membership
Treasurer

April 2019

Attend Spring division speech contest
Plan and publicize upcoming District Conference
Plan and promote open house for May
Follow up with non-renewing members

All Members
VP PR
VP Membership & VP PR
President & VP Membership

May 2019

Hold Executive Committee meeting
Attend District 6 Spring Conference (5/3-5/4)
Start Beat the Clock! Membership Contest
Elect new Club Officers
Plan and promote celebration/promotional event for June

President
All Members
VP Membership
Immediate Past President
VP Membership & VP PR

June 2019

End Beat the Clock! Membership Contest (ends 6/30)
Celebrate a successful year!

VP Membership
All Members