



July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
KEY: Black: Everyone Green: Area Govs Blue: DivGovs Red: Senior District Team	Fill any open DEC positions Prepare Fall DC Proxy		Start <i>The Ripple Effect</i>	1	2	3
4	5	6	7	8 Top 4 Conference Call 7/8	9	10
11	12	13 Spring Conference DEC and DC minutes to be posted on web by '09-'10 Secretary	14 <i>Items to WHQ</i> District Officer List -District Calendar -Area and Div Alignment changes -District Signature Form	15	16	17 District Officer Training - EMHS Club, Brewer, ME
18	19	20	21	22 Top 4 Conference Call 7/8	23	24
25	26	27	28 Membership Check-point night	29	30	31 Nominations to IPDG for District Toastmaster of the Year (by clubs, AGs or DivGovs)



August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Begin to complete 1st round AG visits Smedley Membership Drive 8/1 to 9/30	2	3	4	5	6 Newsletter articles to PRO	7
8	9 District Team in Palm Desert for Training	10 District Team in Palm Desert for Training Submit any Reimbursement Requests to DG	11 International Conference Palm Desert, CA	12 International Conference Palm Desert, CA Joe Grondin competes for International Title	13 International Conference Palm Desert, CA	14 International Conference Palm Desert, CA
15	16	17	18	19	20	21
22	23	24	25	26 Top 4 Conference Call 7/8	27	28 Membership Checkpoint night
29	30	31 Year-End Audit to WHQ by '09-'10 team -Last day for Club, Area, Division Officer training	31 (Con't) -Deadline for publication of July/Aug edition of Newsletter	District budget must be complete Success Plan		



September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Club officer training reports due to HQ Success plan due to HQ D45 Budget due to HQ		1 Fall District 45 Membership Contest Begins Sept 1 to October 30 Last day for Dist. Officer appointment for credit	1 Remind Clubs, Areas, AGs, DivGovs that semi-annual dues are due October 1.	2)	3	4
5	6	7	8 Report of Officer Attendance at Training to LGET for reporting to WHQ	9 Top 4 Conference Call 7/8	10 Submit any Reimbursement Requests to DG	11
12 Report to DG for DC Fall Conference Report Book—due in one month	13	14	15 Treasurer's Report to DEC (July)	16	17	18
19 LGM to remind clubs that semi-annual dues are due October 1.	20	21	22	23 Top 4 Conference Call 7/8	24	25
26	27	28 Membership Checkpoint night	29	30 Due at WHQ: -Report of Club, Area & DivGov officer training by LGET -District Success Plan -District Budget	30 Con't Last Day to achieve Smedley Membership Award	



October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	District Secretary sends out fall Proxy to all Presidents and VP EDs. Div Gvs AND Area Gvs track Proxy with clubs	1 Remind clubs that seim annual dues are payable to WHQ (Oct 1 to March 31) Newsletter articles to PRO	2 Tentative Winter TLI Agenda to District Quartet by LGET
3	4AGs start discussing realignment with club if not previously done. -DivGvs discuss possible proposals with AGs	5	6	7 -Winter TLI Agenda to DEC by LGET—remember Conference is 4/29/2010 Top 4 Conference Call 7/8	8 -DivGvs start planning TLIs	9
10 AGs to report to LGM on unpaid clubs Submit any Reimbursement Requests to DG	11	12 Report to DG for DC Fall Conference Report Book	13	14	15 Treasurer's Report to DEC (Aug)	16
17	18	19	20	21 Top 4 Conference Call 7/8	22	23
24	25	26	27	28 Membership Checkpoint night	29	30 Fall District 45 Membership Contest Ends Sept 1 to October 30
31 -1st round of AG visits to be completed. Deadline for publication of Sept/Oct edition of Newsletter						



November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<p>1 DG Appoints Audit Committee Follow-up on clubs who have not paid semis Winter D45 Mbrshp Contest 11/1/10 to 3/1/11</p>	<p>2 Quarterly (July -Sept) and Quarterly Treasurer's Report to DEC, WHQ and for publication in FC Report</p>	<p>3 -Remind clubs who elect semi-annually of elections to be held at first meeting in December</p>	4	<p>5 District 45 Fall Conference, Samoset Resort, Rockport Maine</p>	<p>6 District 45 Fall Conference, Samoset Resort, Rockport Maine DEC Meeting, DC Meeting. Great Northern Gavel Contest Award</p>
<p>7 District 45 Fall Conference, Samoset Resort, Rockport Maine</p>	8	9	<p>10 Submit any Reimbursement Requests to DG</p>	<p>11 Top 4 Conference Call 7/8</p>	12	13
14	<p>15 Last day for semi dues for Distinguished Area Program Credit Q1 Treasurer's Report to HQ & DEC (July 1 to Sept 30)</p>	16	17	18	19	20
21	22	23	24	<p>25 Top 4 Conference Call 7/8</p>	26	27
<p>28 Membership Checkpoint night</p>	29	<p>30 -AG Visit Forms due at WHQ -Previous year's financial records due at WHQ.</p>				



December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Enjoy Holidays with Friends and Family	DG appoints nominating committee		1 -2nd round Division TLI begins DivGov discuss realignment AND create proposal this month	2	3 Newsletter articles to PRO	4
5	6	7	8	9 Top 4 Conference Call 7/8	10 Submit any Reimbursement Requests to DG	11
12	13	14	15 Treasurer's Report to DEC (Oct)	16 Remind clubs who elect semi-annually to submit club officer listing	17 DC and DEC FC minutes to District Quartet by District Secretary	18
19	20	21	22	23 Top 4 Conference Call 7/8	24	25
26	27	28 Membership Checkpoint night	29	30 DivGov realignment sent to Wendy	31 Deadline for publication of Nov/Dec edition of Newsletter	Officer lists for Clubs that elect semiannually



January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<ul style="list-style-type: none"> -Call for candidates for 2010-11 -Start Preparing Mid Year Audit -Prepare Spring Proxy 					Announce Distinguished by April 30th	<ul style="list-style-type: none"> 1 -2nd round AG Visits Begin -Fall Conference DEC and DC Minutes to DG
2 Div Govs get call from Wendy to discuss Alignment Proposal Between 1/2 and 1/14	3 Fall Conference DEC and DC Minutes to Web	4 DC and DEC FC minutes to be posted on website By District Secretary	5	6	7	8
9	10 Submit any Reimbursement Requests to DG	11	12	13 Top 4 Conference Call 7/8	14 Div Govs get call from Wendy to discuss Alignment Proposal—last day	15 Treasurer's Report (Nov) to DEC
16	17	18	19	20 Mid-year District Officer Training Philadelphia, PA	21 Mid-year District Officer Training Philadelphia, PA	22 Mid-year District Officer Training Philadelphia, PA
23	24	25	26	27 Top 4 Conference Call 7/8	28 Membership Checkpoint night	29
30	31 Realignment proposals are sent by IPDG to DG					



February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Talk up Toastmasters Membership Contest Begins Feb 1 to March 31	2 Sue sends alignment proposal to Sr. Leadership Team	3	4 Newsletter articles to PRO	5
6	7	8 Conference call on Alignment Sr. Leadership team	9	10 Conference call with Div. Govs to discuss Final proposal Alignment Submit any Reimbursement Requests to DG	11	12
13	14	15 Mid Year Treasurer's Report (July to Dec) to DEC and WHQ -Mid Year Audit due at WHQ and to DEC	16 IPDG contacts PDGs for nominations for Dave Rosevall Memorial Award	17 Realignment proposal sent by IPDG for posting on website	18	19
20	21	22	23	24 Top 4 Conference Call 7/8	25	26
27	28 -Last day to complete Club Officer Training Membership Checkpoint night	28 (Cont'd) Deadline for publication of Jan/Feb edition of Newsletter	Discussion on alignment continues until voted on at Spring District Conference			



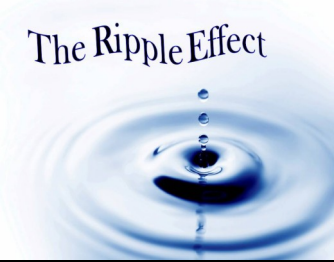
March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Remind Clubs semi-annual dues (Apr 1—Sept 30) payable by April 1 to WHQ	2 IPDG emails club presidents and VPEs to remind them of Realignment and location of the discussion forum	3	4	5 Reports to DG for DC Spring Conf Report book due 4/5/2011
6	7	8 Report of Officer Attendance at Training to LGET for reporting to WHQ	9	10 Top 4 Conference Call 7/8 Submit any Reimbursement Requests to DG	11	12
13	14	15 -Treasurer's Report (Jan) to DEC -DG sends reminder to DEC re District Awards	16	17	18	19
20 LGM to remind clubs that semi-annual dues are due April 1	21	22	23	24 Top 4 Conference Call 7/8	25	26
27	28 Membership Checkpoint night	29	30	31 -Club Officer Training Reports due at WHQ by LGET Talk up Toastmasters Membership Contest Ends 3/31/2011	31 Winter D45 Membership Contest Ends 11/1/10 to 3/1/11	



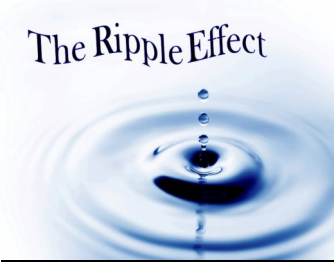
April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start looking for position replacements if not already started				1 Spring District 45 Membership Contest Begins April 1 to June 1	1 -Semi-Annual dues renewals (Apr 1-Sept 30) due at WHQ -Newsletter articles to PRO	2 Last Day for AREA Contests
3	4 Remind clubs of upcoming elections to be held first meeting in May	5 -Reports to DG for DC Spring Conf Report book	6	7	8 Nomination Committee Report '10-'11 sent for publication on website	9
10 AGs report to LGM on unpaid clubs Submit any Reimbursement Requests to DG	11	12	13	14 Top 4 Conference Call 7/8	15 Treasurer's Report (Feb) to DEC	16 Last DAY for Division contests
17	18	19	20	21	22	23 Deadline for publication of March/April edition of Newsletter
24 Tentative Summer TLI agenda to District Quartet by LGET	25	26	27 Summer TLI Agenda to DEC DivGovs start planning TLI	28 Top 4 Conference Call 7/8 Membership Checkpoint night	29 Spring Conference, CommonMan, Plymouth NH Distinguished by April 30	30 - Second round AG Visits completed Spring Conference, CommonMan, Plymouth NH Northern Gavel Award



May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Spring Conference, CommonMan, Plymouth NH DC & DEC meeting at conference. Beat the Clock Contest starts	2	3	4	5	6 Outgoing Div Gov team to plan TLI training for June in coordination w/ newly elected Div Govs	7
8	9	10 Submit any Reimbursement Requests to DG	11	12 Top 4 Conference Call 7/8	13	14
15 Treasurer's Report Q3 due HQ and DEC July to March -Semi-Annual dues renewals due at WHQ	16	17	18	19	20	21
22	23	24	25	26 Top 4 Conference Call 7/8	27	28 Membership Checkpoint night
29	30	31 -2nd round AG Visit Forms due at WHQ				



June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-Start planning '11-12 District calendar -'11-'12 DG—ensure AG & DivGov positions are filled	Nov'11 '10-11 Financial records to WHQ	v	1 1st round 2011-2012 Division TLI period to begin. Outgoing team to plan training for June	2 Remind clubs that club officer lists for '11-'12 are due at WHQ by June 30 for DCP credit	3 Newsletter articles to PRO	4
5	6	7	8	9 Top 4 Conference Call 7/8	10 Submit any Reimbursement Requests to DG	11
12	13	14	15 Treasurer's Report to DEC (Apr)	16	17	18
19	20	21 -LGM remind clubs who have not submitted club officer lists for '11-'12 they due at WHQ by June 30 for DCP credit	22	23 Top 4 Conference Call 7/8	24 Deadline for publication of May/June edition of Newsletter	25 DC and DEC SC minutes to District Quartet by District Secretary
26	27	28 Deadline for publication of May/June edition of Newsletter Membership Checkpoint night	29 DC and DEC SC minutes to be posted on website By District Secretary Beat the Clock contest ends TOMORROW!!	30 -All Reimbursement Requests to DG for year -Club officer lists for '11-'12 are due at WHQ -Have we Rippled through the year?	July '11 15 Treasurer's Report to '10-'11 DEC (May) -DEC and DC minutes to Web	Aug '11 15 Treasurer's Report to '10-'11 DEC -Year End Audit to '10-'11 DEC and WHQ