



All Officers

July

- Attend district-sponsored [Club Officer Training](#) if you did not attend in June.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review last year's [Distinguished Club Program](#) (DCP) results for your club.
- Establish the club's goals for the current year's [Distinguished Club Program](#).
- Read the relevant sections in the [Club Leadership Handbook](#).
- Review the Product Guide and order educational materials.

August

- Attend District-sponsored [Club Officer Training](#) if you did not attend in June or July.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

September

- Promote Area [Speech Contests](#) and encourage all members to attend in support of club's contestants.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

October

- Promote Division [Speech Contests](#) and encourage all members to attend in support of Area's contestants.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

November

- If your club elects officers semiannually, conduct club officer elections.
- Promote District [Fall Conference](#).
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).



December

- Attend district-sponsored [Club Officer Training](#). Note that officers must attend for DCP credit whether the club elects annually or semiannually.
- If your club elects semiannually, current officers meet with incoming officers to help prepare them for their roles.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#)

January

- Attend district-sponsored [Club Officer Training](#) if you did not attend in December.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review current year's [Distinguished Club Program](#) results for your club.
- Review the Product Guide and order educational materials.
- Read the relevant sections in the [Club Leadership Handbook](#).

February

- Attend District-sponsored [Club Officer Training](#) if you did not attend in December or January. This is the last opportunity as training ends in February.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

March

- Promote Area [Speech Contests](#) and encourage all members to attend in support of club's contestants.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

April

- Promote Division [Speech Contests](#) and encourage all members to attend in support of area's contestants.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).



May

- Conduct club officer elections.
- Promote District [Spring Conference](#).
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#).

June

- Incoming officers attend District-sponsored [Club Officer Training](#).
- Current officers meet with incoming officers to help prepare them for their roles.
- Conduct executive committee meeting with each officer reporting on activities/accomplishments/plans.
- Review the club's goals for the current year [Distinguished Club Program](#). Ensure that all completed educational awards and new member applications have been credited with Toastmasters International.