



## President

### July

- If not done by predecessor, designate club's [proxy-holder](#) for Annual Business Meeting conducted during International Convention.
- Organize monthly club executive committee meetings
- Familiarize yourself and your officers with the [Club Success Plan](#).
- Motivate and ensure your officers have attended [club officer training](#).
- Attend and vote at the [Area](#) Council Meeting if called.

### August

- Cast club's votes at Annual Business Meeting conducted during International Convention or if not done yet, designate [proxy-holder](#). (Or VPE)
- Complete [Club Success Plan](#) at club executive committee meeting.
- Motivate and ensure your officers have attended [club officer training](#). August is the last month to attend.
- Attend and vote at the [Area](#) Council Meeting if called.

### September

- Confirm that District correctly submitted officer [training reports](#) for your club to World Headquarters.
- Attend and vote at the [Area](#) Council Meeting if called.

### October

- Ensure your club's dues renewal (membership list with payment) is at World Headquarters by October 1.
- Attend and vote at the [Area](#) Council Meeting if called.

### November

- Attend District Council Meeting at [Fall Conference](#). If unable to attend, assign vote to another club member using Proxy.
- Attend and vote at the [Area](#) Council Meeting if called.

### December

- Motivate and ensure your officers have attended club officer training.
- Attend and vote at the [Area](#) Council Meeting if called.



## January

- Motivate and ensure your officers have attended [club officer training](#).
- Attend and vote at the [Area](#) Council Meeting if called.

## February

- Motivate and ensure your officers have attended [club officer training](#). February is the last month to attend.
- Attend and vote at the [Area](#) Council Meeting if called.

## March

- Confirm that District has correctly submitted officer [training reports](#) for your club to World Headquarters.
- Attend and vote at the [Area](#) Council Meeting if called.

## April

- Ensure your club's dues renewal (membership list with payment) is at World Headquarters by April 1.
- Attend and vote at the [Area](#) Council Meeting if called.

## May

- Attend District Council Meeting at [Spring Conference](#). If unable to attend, assign vote to another club member using Proxy.
- Attend and vote at the [Area](#) Council Meeting if called.

## June

- Invite Area Director to install newly elected officers.
- Attend and vote at the [Area](#) Council Meeting if called.