



## District 103 Toastmasters 2021-2022 Club Leaders Checklist

This checklist is designed to help club leaders establish and maintain a quality club environment while enhancing club member participation and retention. Use the monthly checklist below, plus:

- Encourage club members to participate in the District 103 Toastmasters **Club Ambassador Program**. Get details and form at D103 website.
  
- Visit [www.d103toastmasters.org](http://www.d103toastmasters.org) website for district-sponsored events, information, incentives, forms, leadership teams, etc.
  
- Visit [www.toastmasters.org](http://www.toastmasters.org) website for member resources, Pathways resources, club leader tools in “Club Central,” TI-sponsored events, etc.
  
- Request a free club website using FreeToastHost.org on the “[Brand Portal](#)” page of the Toastmaster International website. Fill out the [form](#).
  
- Present the Toastmasters International [Moments of Truth](#) workshop module annually for your club; it’s part of [The Successful Club Series](#).

Details for this checklist are taken from the “Club Timeline” in the Toastmasters International [Club Leadership Handbook](#), in addition to, the District 103 Toastmasters goals, incentives, and/or events, along with recommended best practices from club leadership experience for member recruitment, member retention, and club quality. Some details of this checklist are subject to change. For in-depth information on tasks for your club officer role, review the *Club Leadership Handbook* at [www.toastmasters.org](http://www.toastmasters.org). For District 103 events for club leaders, visit [www.d103toastmasters.org](http://www.d103toastmasters.org). Use this resource for the success of your club. It has been provided courtesy of the 1<sup>st</sup> D103 District Director Cassandra “D.I.V.A. of Dialog™” Lee, DTM. If you have any questions or concerns, feel free to email [crlee2003@hotmail.com](mailto:crlee2003@hotmail.com) or call 773.592.2930. Obtain additional resources for club and district leaders at <https://divaofdialog.com/Toastmasters>.

# BEFORE TERM

MONTH	TASKS
<p><b>March</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of membership dues accompanied by the names of eight members (<b>at least three of whom must be renewing members</b>) are submitted on time</p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a Member Outing</li> <li><input type="checkbox"/> Participate in the <b>Talk Up Toastmasters Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>ends March 31</b>)</li> <li><input type="checkbox"/> Continue collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (<b>due April 1</b>)</li> <li><input type="checkbox"/> Form a Club Leadership (Nominating) Committee with your Immediate Past Club President and two club members who will contact members to seek new club leaders for the upcoming Toastmasters club year</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>second round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Review and update <i>Club Success Plan</i> (if needed) and provide updated copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Attend your <b>DIVISION Speech Contests</b></li> <li><input type="checkbox"/> Register for the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website <b>by March 31</b> to be recognized at the <b>District 103 Annual Conference</b></li> </ul>
<p><b>April</b></p> <p><b>Membership dues renewal payments are due April 1</b></p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have Club Leadership (Nominating) Committee present slate of new club leaders at your first club meeting in April</li> <li><input type="checkbox"/> Attend the <b>District 103 Annual Conference</b> for District Council Meeting (PRES and VPE), club alignment voting, new district leadership voting, <b>DISTRICT Speech Contests</b>, educational workshops, along with awards and recognition (<b>check district website for dates <a href="https://www.district103toastmasters.org">https://www.district103toastmasters.org</a></b>)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>

<p><b>May</b></p> <p><b>BEGIN WRAPPING UP CURRENT CLUB YEAR</b></p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Elect new club leaders at first club meeting in May</li> <li><input type="checkbox"/> Enter your <i>Club Officer List</i> into Club Central on the TI website</li> <li><input type="checkbox"/> Install new club leaders</li> <li><input type="checkbox"/> Meet with your predecessor for a smooth transition into role</li> <li><input type="checkbox"/> Host an Open House</li> <li><input type="checkbox"/> Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>begins May 1</b>)</li> <li><input type="checkbox"/> Review club status in <b>Distinguished Club Program</b> to finish club year as a DISTINGUISHED, SELECT DISTINGUISHED or PRESIDENT'S DISTINGUISHED club</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>June</b></p> <p><b>THANK YOU FOR YOUR SERVICE THIS YEAR!</b></p> <p>Achieve credit toward <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <b>first round</b> of club officer training to get four (4) or more of your club officers trained at the district TLI</li> <li><input type="checkbox"/> Enter your <i>Club Officer List</i> into the TI website (<b>due June 1</b>)</li> <li><input type="checkbox"/> Meet with your predecessor for a smooth transition into your club leader role (if applicable)</li> <li><input type="checkbox"/> Complete <i>Club Success Plan (CSP)</i> for new club year and provide copy to your incoming Area Director</li> <li><input type="checkbox"/> Meet the incoming district leadership team at the District 103 Summer TLI</li> <li><input type="checkbox"/> Host a Member Outing</li> <li><input type="checkbox"/> Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>ends June 30</b>)</li> <li><input type="checkbox"/> Submit new member applications into the TI website (<b>due June 30</b>)</li> <li><input type="checkbox"/> Induct new club members</li> <li><input type="checkbox"/> Submit educational awards earned by your club members into the TI website (<b>due June 30</b>)</li> <li><input type="checkbox"/> Recognize member achievement</li> </ul>

# DURING TERM

MONTH	TASKS
<p><b>July</b></p> <p><b>HAPPY NEW YEAR!</b></p> <p>The <b>Distinguished Club Program (DCP)</b> begins on July 1</p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve credit toward <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check club membership base and if less than 20, set a goal to reach 20 or have a net gain of five (5) members by June 30</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>first round</b> of club visits</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form</li> <li><input type="checkbox"/> Complete <i>Club Success Plan</i> (CSP) with your fellow club officers and provide copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Find out from Area Director which club, area, division, and district Speech Contest will be conducted in D103 besides the International Speech Contest</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b></li> <li><input type="checkbox"/> Conduct your <b>CLUB Speech Contests (begins July 1)</b></li> <li><input type="checkbox"/> Designate online at the TI website a club proxy (i.e. club member who will be at the TI convention or the incoming District Director) to carry your club's vote at the Toastmasters International Convention</li> <li><input type="checkbox"/> Attend <b>first round</b> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored club officer make-up training event (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>August</b></p> <p><b>First-round of club officer training ends on August 31</b></p> <p>Achieve credit toward <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of membership dues accompanied by the names of eight members (<b>at least three of whom must be renewing</b>)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <b>first round</b> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored or district last-chance club officer make-up training event (if applicable)</li> <li><input type="checkbox"/> Host an Open House</li> <li><input type="checkbox"/> Participate in the <b>Smedley Award Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>begins August 1</b>)</li> <li><input type="checkbox"/> Begin collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (<b>due October 1</b>)</li> <li><input type="checkbox"/> Designate online at the TI website a club proxy (i.e. club member who will be at the TI convention or the incoming District Director) to carry your club's vote at the Toastmasters International Convention (<b>due mid-August</b>)</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>first round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> </ul>

<p><b>members)</b> are submitted on time</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <i>Club Success Plan</i> (CSP) with your fellow club officers and provide copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Find out from Area Director which club, area, division, and district Speech Contest will be conducted in D103 besides the International Speech Contest (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Conduct your <b>CLUB Speech Contests</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>September</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of membership dues accompanied by the names of <b>eight members (at least three of whom must be renewing members)</b> are submitted on time</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a Member Outing</li> <li><input type="checkbox"/> Participate in the <b>Smedley Award Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>ends September 30</b>)</li> <li><input type="checkbox"/> Continue collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (<b>due October 1</b>)</li> <li><input type="checkbox"/> Conduct your <b>CLUB Speech Contests</b> (if applicable)</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>first round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> <li><input type="checkbox"/> Complete <i>Club Success Plan</i> (CSP) with your fellow club officers and provide copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Find out from Area Director which club, area, division, and district Speech Contests will be conducted in D103 besides the International Speech Contest (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Attend the virtual <b>District 103 Fall Council Meeting</b> (an opportunity to handle D103 related business; Club Presidents and Vice Presidents Education are required to attend)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>October</b></p> <p><b>Membership dues renewal payments must be submitted no later than October 1</b></p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host an Open House (if applicable)</li> <li><input type="checkbox"/> Conduct your <b>CLUB Speech Contests</b> (if applicable)</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>first round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> <li><input type="checkbox"/> Complete <i>Club Success Plan</i> (CSP) with your fellow club officers and provide copy to your Area Director (if applicable)</li> </ul>

<p>membership dues accompanied by the names of eight members (<b>at least three of whom must be renewing members</b>) are submitted on time</p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Find out from Area Director which club, area, division, and district Speech Contest will be conducted in D103 besides the International Speech Contest (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Attend the virtual <b>District 103 Fall Council Meeting</b> (an opportunity to handle D103 related business; Club Presidents and Vice Presidents Education are required to attend; if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>November</b></p> <p>Achieve <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct your <b>CLUB Speech Contests</b> (if applicable)</li> <li><input type="checkbox"/> Attend the virtual <b>District 103 Fall Council Meeting</b> (an opportunity to handle D103 related business; Club Presidents and Vice Presidents Education are required to attend; if applicable)</li> <li><input type="checkbox"/> Elect bi-annual club officers at first club meeting in November</li> <li><input type="checkbox"/> Enter your bi-annual <i>Club Officer List</i> into the TI website (<b>due December 31</b>)</li> <li><input type="checkbox"/> Install new club officers for bi-annual club</li> <li><input type="checkbox"/> Attend <b>second round</b> of club officer training to get four (4) or more of your club officers trained at the district TLI</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>December</b></p> <p>Achieve <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <b>second round</b> of club officer training to get four (4) or more of your club officers trained at the division-sponsored club officer make-up training event (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Enter your bi-annual <i>Club Officer List</i> into the TI website (if applicable; <b>due December 31</b>)</li> <li><input type="checkbox"/> Recognize member achievement</li> <li><input type="checkbox"/> Review club status in <b>Distinguished Club Program (DCP)</b> to assess club progress toward becoming a DISTINGUISHED, SELECT DISTINGUISHED, or PRESIDENT'S DISTINGUISHED club</li> <li><input type="checkbox"/> Register for the <b>District 103 Annual Conference</b></li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b></li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>

<p><b>January</b></p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve credit toward <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>second round</b> of club visits</li> <li><input type="checkbox"/> Review and update <i>Club Success Plan</i> (if needed) and provide updated copy to your Area Director</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Attend your <b>AREA Speech Contests</b></li> <li><input type="checkbox"/> Host an Open House (if applicable)</li> <li><input type="checkbox"/> Attend <b>second round</b> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored club officer make-up training event (if applicable)</li> <li><input type="checkbox"/> Register for the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>February</b></p> <p><b>Second-round</b> of club officer training ends on <b>February 28</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of membership dues accompanied by the names of eight members (<b>at least three of whom must be renewing members</b>) are submitted on time</p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <b>second round</b> of club officer make-up training to get four (4) or more club officers trained at the division-sponsored or district last-chance club officer make-up training event (if applicable)</li> <li><input type="checkbox"/> Host an Open House</li> <li><input type="checkbox"/> Participate in the <b>Talk Up Toastmasters Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>begins February 1</b>)</li> <li><input type="checkbox"/> Begin collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (<b>due April 1</b>)</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>second round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Review and update <i>Club Success Plan</i> (if needed) and provide updated copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Participate in your <b>AREA Speech Contests</b> (if applicable)</li> <li><input type="checkbox"/> Register for the <b>District Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>

<p><b>March</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> when on-time payment of membership dues accompanied by the names of eight members (<b>at least three of whom must be renewing members</b>) are submitted on time</p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a Member Outing</li> <li><input type="checkbox"/> Participate in the <b>Talk Up Toastmasters Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>ends March 31</b>)</li> <li><input type="checkbox"/> Continue collecting renewal dues payments from your club members and submitting online into Club Central on the TI website (<b>due April 1</b>)</li> <li><input type="checkbox"/> Form a Club Leadership (Nominating) Committee with your Immediate Past Club President and two club members who will contact members to seek new club leaders for the upcoming Toastmasters club year</li> <li><input type="checkbox"/> Prepare for your Area Director to schedule an official visit to your club for their <b>second round</b> of club visits (if applicable)</li> <li><input type="checkbox"/> Review and update <i>Club Success Plan</i> (if needed) and provide updated copy to your Area Director (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with the necessary information to complete their <i>Area Director Visit Report</i> form (if applicable)</li> <li><input type="checkbox"/> Ask your Area Director about the upcoming <b>Area and/or Division Council Meeting</b> (if applicable)</li> <li><input type="checkbox"/> Provide your Area Director with any requests for club assistance from a Club Coach (if membership is below 12) or Club Mentor (if brand-new club)</li> <li><input type="checkbox"/> Attend your <b>DIVISION Speech Contests</b></li> <li><input type="checkbox"/> Register for the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website <b>by March 31</b> to be recognized at the <b>District 103 Annual Conference</b></li> </ul>
<p><b>April</b></p> <p><b>Membership dues renewal payments are due April 1</b></p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have Club Leadership (Nominating) Committee present slate of new club officers at your first club meeting in April</li> <li><input type="checkbox"/> Attend the <b>District 103 Annual Conference</b> for District Council Meeting (PRES and VPE), club alignment voting, new district leadership voting, <b>DISTRICT Speech Contests</b>, educational workshops, along with awards and recognition (<b>check district website for dates <a href="https://www.district103toastmasters.org">https://www.district103toastmasters.org</a></b>)</li> <li><input type="checkbox"/> Volunteer to assist at the <b>District 103 Annual Conference</b> (if applicable)</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>



# END OF TERM

MONTH	TASKS
<p><b>May</b></p> <p><b>BEGIN WRAPPING UP CURRENT CLUB YEAR</b></p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Elect new club leaders at first club meeting in May</li> <li><input type="checkbox"/> Enter <i>Club Officer List</i> into Club Central on the TI website</li> <li><input type="checkbox"/> Install new club leaders</li> <li><input type="checkbox"/> Meet with your predecessor for a smooth transition into role</li> <li><input type="checkbox"/> Host an Open House</li> <li><input type="checkbox"/> Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>begins May 1</b>)</li> <li><input type="checkbox"/> Review club status in <b>Distinguished Club Program</b> to finish club year as a DISTINGUISHED, SELECT DISTINGUISHED or PRESIDENT'S DISTINGUISHED club</li> <li><input type="checkbox"/> Enter the Pathways educational awards your members have earned into Club Central on the TI website</li> </ul>
<p><b>June</b></p> <p><b>THANK YOU FOR YOUR SERVICE THIS YEAR!</b></p> <p>Achieve credit toward <b>Goal #9</b> of the <b>DCP</b> when you have a minimum of four (4) club officers trained during <b>each of two</b> training periods</p> <p>Achieve <b>Goal #10</b> of the <b>DCP</b> with on-time submission of <b>Club Officer List</b></p> <p>The <b>Club Success Plan (CSP)</b> includes the <b>Distinguished Club Program (DCP)</b> details</p> <p>Achieve <b>Goals #7 and #8</b> of the <b>DCP</b> when your club obtains <b>eight</b> new members</p> <p>Achieve <b>Goals #1, #2, #3, #4, #5, and #6</b> of the <b>DCP</b> when your members earn <b>Pathways Levels 1, 2, 3, 4, 5, and/or DTM</b> awards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend <b>first round</b> of club officer training to get four (4) or more of your club officers trained at the district TLI</li> <li><input type="checkbox"/> Enter your <i>Club Officer List</i> into the TI website (<b>due June 1</b>)</li> <li><input type="checkbox"/> Meet with your predecessor for a smooth transition into your club leader role (if applicable)</li> <li><input type="checkbox"/> Complete <i>Club Success Plan (CSP)</i> for new club year and provide copy to your incoming Area Director</li> <li><input type="checkbox"/> Meet the incoming district leadership team at the District 103 Summer TLI</li> <li><input type="checkbox"/> Host a Member Outing</li> <li><input type="checkbox"/> Participate in <b>Beat the Clock Membership-Building Program</b> to add five (5) new, dual or reinstated members and earn a ribbon for your club banner with a 10% discount on your next club supply order from TI (<b>ends June 30</b>)</li> <li><input type="checkbox"/> Submit new member applications into the TI website (<b>due June 30</b>)</li> <li><input type="checkbox"/> Induct new club members</li> <li><input type="checkbox"/> Submit educational awards earned by your club members into the TI website (<b>due June 30</b>)</li> <li><input type="checkbox"/> Recognize member achievement</li> </ul>

*“May this resource assist you with establishing the quality in your club needed to recruit new members, retain current members, and develop effective speakers, communicators, and leaders.” – CRL/DoD*