



KEY DATES & ACTIVITIES FOR CLUB OFFICERS – 2021-2022

2021

June

Meet with outgoing leadership team
Establish schedule for Club Officer Committee meetings
Prepare club meeting schedule for July and beyond
[Sign-up & Attend](#) 1st round of Club Officer Training (**June-August**)

All Club Officers
President
VP Education
All Club Officers

July

[Sign-up & Attend District 106 TLI](#) (*Counts as officer training*)
Hold Club Officer meeting
Conduct [Moments of Truth](#) session
Set goals and complete [Club Success Plan](#)

All Club Officers
President
President of VP Education
All Club Officers

August

Hold Club Officer meeting
Plan and Publicize [Fall Speech Contest](#) (Club Level)
[Smedley Award Membership Contest](#) (*Aug. 1-Sept. 30*)

President
All Club Officers
VP Membership

September

Hold Club Officer meeting
Collect and submit dues by September 30
Conduct Club Fall Speech Contest (before [Area Contest](#))
Attend Fall [Area Speech Contest](#)

President
Treasurer
All Members
All Members

October

Hold Club Officer meeting
Attend Fall [Division Speech Contest](#)
Follow up with non-renewing members
Plan and promote Open House

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

November

Hold Club Officer meeting
Hold Open House

President
All Members

December

Hold Club Officer meeting
Hold Club Holiday party

President
All Members



2022

January

Hold Club Officer meeting

President

[Sign-up & Attend](#) 2nd round of Club Officer Training (Dec. – Feb.)

All Club Officers

Plan and publicize [Spring Speech Contest](#)

All Club Officers

February

Hold Club Officer meeting

President

Plan and publicize [Club Spring Speech Contests](#)

VP Education & VP PR

[Talk Up Toastmasters! Membership Contest](#) (Feb. 1 – March 31)

VP Membership

Members interested in District Leadership?

All Officers – with Area Director

March

Hold Club Officer meeting

President

Conduct Club [Spring Speech Contest](#)

All Members

Attend Spring [Area Speech Contest](#)

All Members

Collect and submit dues by March 31st

Treasurer

Begin officer succession planning

All Officers

April

Hold Club Officer meeting

President

Attend Spring [Division Speech Contest](#)

All Members

[Publicize District 106 Spring Conference](#)

VP PR

Plan and promote open house for May-June

VP Membership & VP PR

Follow up with non-renewing members

President & VP Membership

May

Hold Club Officer meeting

President

Attend [District 106 Spring Conference](#)

All Members

[Nominate & Elect new Club Officers](#)

Immediate Past President

Plan and promote celebration for your Club for end of the TM year!

VP Membership & VP PR

[Beat the Clock! Membership Contest](#) (May 1 – June 30)

VP Membership

June

Hold Club Officer meeting with outgoing/incoming team

President

Hold Open House

All Officers

Celebrate a successful year!

All Members