



# District 80 Calendar 2018 - 2019

Month	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
<b>Public Holidays</b>	29 May Vesak Day	15 Jun Hari Raya Pusa		9 Aug National Day 22 Aug Hari Raya Haji		29 Oct TI 93rd Birthday	06 Nov Deepavali	25 Dec Christmas Day	1 Jan New Year's Day	05 & 06 Feb Chinese New Year		19 Apr Good Friday	1 May Labour Day 19 May Vesak Day	05 Jun Hari Raya Puasa
<b>TI Submissions</b>			15 Jul Leaders List / Calendar	31 Aug COT1 Credit / Finance Reporting	30 Sep DOT1 Credit / District Success Plan / Budgets	31 Oct Q1 P&L	30 Nov AD's Club Visit Reports			15 Feb Mid-Year Audit 28 Feb COT2 Credit	30 Apr Q3 P&L		31 May AD's Club Visit Reports	30 Jun Club Officer List
<b>SDOs</b>	Monthly SDO Meeting - 22 May		Monthly SDO Meeting (last Thur -26 Jul)		Monthly SDO Meeting (last Thur -27 Sep)		Monthly SDO Meeting (last Thur -29 Nov)		Monthly SDO Meeting (last Thur -31 Jan)		Monthly SDO Meeting (last Thur -28 Mar)		Monthly SDO Meeting (last Thur -30 May)	
<b>Div Dir</b>			Div Directors to attend the 1st DEC / DOT (01 Jul)		2nd DEC/ 1st DCM (15 Sep)					Chinese New Year Celebration (23 Feb 19)		Division Directors to submit Intl Speech, table Topics & Evaluation Contests Winners list to PQD by 26 April 2019	3rd DEC/2nd DCM (4 May 19)	
	Division Directors to conduct 1st Clubs officers Training					Division Directors to conduct 2nd Clubs officers Training								
<b>Finance Manager</b>	Take over from the Previous Finance Manager	Submit Dist Signature Form & Bank Signatory card & Budget Plan	Budget Preparation	Year End Audit 2017-2018	Budget Submission by 30 Sep	Q1 FM's Report			Mid-Year Audit & Q2 FM's Report	Mid-Year Audit Report Submission		Q3 FM's Report		Accounts Closing & pay bills for the year by 15 June
<b>Administration Manager</b>	Take Over from the Previous Administrative Manager	Send out Notice for 1st DEC & DOT	1st DEC (01 Jul)	Send out Notice for 2nd DEC & 1st DCM	To conduct 2nd DEC / 1st DCM (15 Sep)							Send out Notice for 3rd DEC & 2nd DCM	3rd Dec/2nd DCM (4 May 19)	
<b>Public Relations Manager</b>		Collection of Members Data (work with ADMIN Manager)	Complete members information on line (work with ADMIN Manager)	PR Activities	Toastmasters Awareness Month					PR Activities				
			Bi-monthly Digital Newsletter Publication		Bi-monthly Digital Newsletter Publication		Bi-monthly Digital Newsletter Publication		Bi-monthly Digital Newsletter Publication		Bi-monthly Digital Newsletter Publication		Bi-monthly Digital Newsletter Publication	
<b>Program Quality Director</b>			1st District Officers Training (DOT) (01 Jul)	Make Up DOT & COT if any (25th Aug )	Submit DOT report to TI by 30 Sept	Send out Notice for 2nd DOT	2nd District Officers Training (2nd DOT) 17 Nov			Make Up 2nd COT, if any (23 Feb 19)	Clubs ISTT & Evaluation Contests	Area / Division ISTT & Evaluation Contests	Annual Conference 2019 & District Contests (4th & 5th May 19)	
<b>Club Growth Director</b>		To work on Chartering of New Clubs & Incentives		1st Workshop	To work on Chartering of New Clubs & Incentives		Area Directors to submit their report by 30 Nov	To work on Chartering of New Clubs & Incentives			To work on Chartering of New Clubs & Incentives		Area Directors to submit their report by 31 May	
				Smedley Award						Talk-Up Toastmasters Award			Beat The Clock Award	
<b>Area Directors</b>			1st Area Directors Club Visit (Area Directors to submit their report by 30 Nov)						2nd Area Directors Club Visit (Area Directors to submit their report by 31 May)					
<b>District Director</b>	Following Leaders Appointed :- 1) DL Chair, (2) Credential Chair, (3) Alignment Chair, (4) Parliamentarian (5) Audit Chair	Appoint Audit Chair Committee & Credential Chair Committee				Appoint District Leadership Committee		Appoint Alignment Committee						