



## **1<sup>st</sup> Quarter 2014 (Jun to Sep 2014)**

*In brief*

- Jun to July: Incoming Division/Area council meetings to plan for new term
- June to July: District Leader Training (DLT) 1<sup>st</sup> round**
- Aug: Start Smedley Award Membership campaign (ends 30 Sept)
- Jul to Aug: Club Level Humorous Speech & Evaluation Contests

### **JUN 2014**

*Tasks*

- Jun 14 - District Leaders Training #1
- By 30 Jun: Submit incoming Club Officers' List to WHQ to earn 0.5 DCP for new team
- Area and Division Council Meetings to plan for term 2014-2015

### **JUL 2014**

*Tasks*

- Early Jul: Create a Club/District budget and open new bank account
- Round 1 of Club Officers Training (TLI) for all Divisions begin
- Month of Jul: First-round of Area Governors' visits to clubs
- 15 Jul: Deadline to submit District calendar to Toastmasters International

Date	Events	Venue	Contact
12 Jul 14	Division Z – TLI #1	Seminar Room SGH	Area Z4 Gov, Liao Kehua
12 Jul 14	Division B – TLI #1	ITE West	AG B1 Samuel & AGET Lye Sum
19 Jul 14	Division L – TLI #1	Nee Soon South CC	Div L Gov,
19 Jul 14	Division A & D TLI #1	SMU	AGD4 Timothy & AGA1 Clement Wee
19 Jul 14	Division U TLI #1	Queenstown Sec Sch	ADG(E&T) & AG U2
19 Jul 14	Division L TLI #1	Nee Soon South CC	AG L5 Chan Cher Cheong
26 Jul 14	Division S TLI #1	Thomson CC	AG S7 Carl Wong
26 Jul 14	Division V – TLI #1	West Coast CC	AG V3 Joyce Tan

## **Aug 2014**

### Tasks

- Start of Smedley Award Membership contest – recruit 5 new members
- In the month Aug: Club Level Humorous Speech & Evaluation Contests
- 31 Aug: End and submit first-round Club Officer training reports online
- By end Aug: Deadline for Year-End Audit for term 2013-2014

Date	Events	Venue	Contact
2 Aug 14	Judges Training, English	The Eurasian Association	Div D Gov, Crispin Rodrigues
7 Aug 14	Div D Manoj & J.A. Gamache Workshop	Barclays	AG D5 Helan Tan
16 Aug 14	Division V (Judges Training Mandarin)	Bukit Timah CC	ADG(E&T) Lim Ang Chew
16 Aug 14	Div S workshop Effective feedback & Email etiquette	To be confirmed	AG S5 Rajaletchumi

## **Sept 2014**

### Tasks

- During Sept: Reminder to pay membership dues
- During Sept: Area Level Humorous Speech & Evaluation Contests
- By 30 Sept: Submit membership dues to TI WHQ
- By 30 Sept: Smedley Award membership contest ends
- By 30 Sept: Area Governors complete Round One of Club visits
- By 30 Sept: Area and Division Governor Training report to WHQ

Date	Events	Venue	Contact
02 Sep 14	Division A Educational workshop Business Presentation	Eloquentia TMC	AG A1 Oh Hock Chye
07 Sep 14	Division L& V Language Evaluation (Mandarin)	Toa Payoh Central CC	LGET Team and Div L&V

## **2nd Quarter 2014 (Oct to Dec 2014)**

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- Oct to Nov: Division level of Humorous Speech & Evaluation contests
- End Oct: Submit Round 1 of Area Governors' visit forms to TI WHQ

## **OCT 2014**

### Tasks

- 1 Oct: Club dues to reach WHQ by 5.00pm Pacific Time.
- Appointment of Nominating Committee Chair
- During Oct: Area Level Humorous Speech & Evaluation Contests
- 22 Oct: 90<sup>th</sup> Birthday of Toastmasters International
- 31 Oct: District Executive Council Meeting / District Council Meeting
- During Oct: Division Level Humorous Speech & Evaluation Contests

Date	Events	Venue	Contact
4 Oct 14	Div Z- Humorous Speech & Evaluation Contests (English& Mandarin)	To be advised	AG Z2 Goh Chong Yik
4 Oct 14	Div U Humorous Speech & Evaluation Contest	To be advised	AG US Hor Siew Mee &AG U1 Glenn Lim
11 Oct 14	Div D - Humorous Speech & Evaluation Contests	To be advised	AG D3 Mike Ng
11 Oct14	Div S – Humorous Speech & Evaluation Contest	To be advised	AG S1 Lee Chay Buay
11 Oct 14	Div B - Humorous Speech & Evaluation Contests (English &Chinese)	NTU Alumini	AG B3 Mary & AG B2 Rebecca
18 Oct 14	Div V – Humorous Speech & Evaluation Contest	Ulu Pandan CC	AG V2 Ng Aik
18 Oct 14	Div L – Humorous Speech & Evaluation Contest	To be advised	AG L3 Chew Swee Chye
18 Oct 14	Div B – Language Evaluation Workshop	To be advised	LGET Team and ADG B Ong Lye Sum
25 Oct 14	Div S – Workshop How to sell &Emcee	To be advised	AG S3 Kwan Hong
25 Oct 14	Div A – Humorous Speech & Evaluation Contest	NTU	AG A4 Ruchi

## **NOV 2014**

### Tasks

- 1,2 Nov: Semi Annual Conference 2014 – YWCA Fort Canning Lodge
- 1 Nov: Appointment of Audit Committee and District Nominating Committee
- 30 Nov: Training of Club and District Officers to be completed
- 30 Nov: End of first-round and submission of Area Governors' Club Visit reports
- 30 Nov: Deadline for submission of Area Governors' Visit Reports
- 30 Nov: Deadline for submission of previous term's District Financial Records

Date	Events	Venue	Contact
8 Nov 14	Division A - "Productive Meeting workshop"	Nee Soon South CC	AGA3 Jenny Au
15 Nov 14	Div Z Achiever's Day	To be confirmed	Div Z Gov, Chay Wan Liang & Div Z PRO Nicholas Ong
15 Nov 14	"Effective Publicity For Toastmasters Recruitment" Workshop	To be confirmed	DPRO Team
16 Nov 14	"The how and benefit of setting up a freetoasthost website	To be confirmed	DPRO Team

## **DEC 2014**

### Tasks

- Dec: Prepare for second-round of Club Officers training (TLI)
- Dec: Review clubs' performance
- Dec: Prepare for District Leaders Training #2
- 1 Dec: Current exco transfer duties to new exco team (for clubs with semi-annual term)
- 1 Dec: Create new budget (for clubs with semi-annual term)
- 31 Dec: Clubs with semi-annual term to submit Club Officers' Lists to TI
- Dec: Set up District Alignment Committee

Date	Events	Venue	Contact
6 Dec 14	Achiever Day 1	To be advised	DPRO Raymond Lim & ADG Mktg Abigail Tan
6 Dec 14	Division A Workshop Power Point Presentation	Geylang Seria CC	AG A5 Ruchi
6 Dec 14	Div D Rising Star Conference	NLB Central	Vernon Lim
20 Dec 14	The Game plan: Speak, Lead Affect	<i>To be advised</i>	<Mohd Hijazi, Peter Rodrigues

### **3rd Quarter 2014 (Jan to Mar 2015)**

- Month of Jan: Leadership Training (TLI) 2<sup>nd</sup> round
- Jan to Mar: Club level of International Speech & Table Topics contests
- Mar to Apr: Area level of International Speech & Table Topics contests
- Jan to Mar: start to collect membership dues
- Jan to May: promote Annual Conference
- Jan to Mar: Round Two of TLI #2

## **JAN 2015**

### Tasks

- Month of Jan: Round Two of Area Governors' visits to clubs
- Month of Jan: Club Level Int'l Speech & Table Topics contests
- Jan: Prepare mid-year Audit Report
- 15 Jan: District Treasurer's report to be submitted to DGs. LGET and LGM
- 15 Jan: District Treasurer to submit mid-year report to District Audit Committee
- 31 Jan: Review of half-yearly PR efforts & make adjustments to strategies, if any

Date	Events	Venue	Contact
10 Jan 15	Division B – TLI #2	To be confirmed	AG B4 Daniel & AG B2 Rebecca
10 Jan 15	Division S – TLI #2	To be confirmed	AGS1 Chay Buay
11 Jan 15	Division A – TLI #2	YMCA	AG A7 Manimanran
17 Jan 15	Division U – TLI #2	To be confirmed	ADG E&T Neil Han and AG U5 Hor Siew Mei
17 Jan 15	Division L - TLI #2	<i>To be confirmed</i>	AG L4 Kwek Poh Meng
17 Jan 15	Division Z – TLI #2	<i>To be confirmed</i>	Div Z Gov, Chay Wan Liang
24 Jan 15	Division V - TLI #2	<i>To be confirmed</i>	AG V1 Liauw Poh Choo
24 Jan 15	Division D – TLI #2	<i>To be confirmed</i>	AG D2 Daniel

## **FEB 2015**

### Tasks

- By 1 Feb: Starts to collect membership dues
- Feb: Start of Talk-Up Toastmasters! Membership Building Campaign
- Feb: Start of Clubs' International Speech & Table Topics contests
- 15 Feb: Deadline for submission of mid-year audit report to WHQ

Date	Events	Venue	Contact
28. Feb. 15	Div V Chinese New Year Celebration	To be confirmed	Asst Div V Governor Special Project Chair Serene Yeo & Div. L Sp Project Chair Lim Meng Khing
28 Feb 15	Division D workshop -The Lasting impression Workshop	To be advised	Div D Support Committee
28 Feb 15	Division A Workshop – Motivate Your Team	<i>Feng Shan CC</i>	AG A5 Peter Lee

## **MAR 2015**

### Tasks

- By 31 Mar: End of Talk-Up Toastmasters! Membership Building Campaign
- Start of Area and Division Governors' International Speech & Table Topics Contests
- By 31 Mar: Submit membership dues to TI WHQ
- 31 Mar: Submit second-round Club Officers Training report

Date	Events	Venue	Contact
14 Mar 14	"Power Up Your Communication & Leadership" Event	HDB Hub Auditorium (To be confirmed)	DPRO Team

## 4th Quarter 2014 (Apr to Jun 2015)

- Mar to 31 May: Division level of Int'l Speech & Table Topics contests
- Apr to May: continue to promote Annual Conference in May
- May to June: organize AGM for current exco team to step down
- June to July: organize installation for new exco team to take up office

## APR 2015

### Tasks

- 1 Apr: Make sure membership dues to reach WHQ by 5.00pm Pacific Time.
- Start of Areas International Speech & Table Topics contests
- 30 Apr: Finalization of Div / Area / Club Alignments

Date	Events	Venue	Contact
4 Apr 15	Div U – Int'l Speech & Table Topics Contests	To be confirmed	AG U4 Gerald Yong & AG U3 Raja Prakash
11 Apr 15	Division A – Int'l Speech & Table Topics Contest	NTU	Next Division A Governor
19 Apr 15	Div B – Int'l Speech & Table Topics Contests (English & Chinese)	To be confirmed	AG B6 Gayle & AG B5 Hock Chong
25 Apr 15	Div Z – Int'l Speech & Table Topics Contests (English & Chinese)	To be confirmed	Div Z Gov, Chay Wan Liang
25 Apr 15	Div S – Int'l Speech & Table Topics Contests	To be confirmed	AG S2 Nora

## **MAY 2015**

### Tasks

- By 1 May: Start of Beat the Clock! Membership Building contest
- Start of Division International Speech & Table Topics contests
- 22 May: District Executive Council Meeting / District Council Meeting
- 23 & 24 May: District 80 Annual Conference 2015 BIG Conference
- By 30 May: Elect new exco team for next term
- 30 May: Deadline to submit Round Two of Club Visits Reports to TI WHQ

Date	Events	Venue	Contact
2 May 15	Div D Int'l Speech & Table Topics Contest	<i>To be confirmed</i>	AG D1 Balan
9 May 15	Div L Int'l Speech & table topics contests	<i>To be confirmed</i>	AG L1 Lee Chew Hiong
10 May 15	Div V Int'l Speech & table topics contests	<i>To be confirmed</i>	AG V4 Ng Kok Sing
16 May15	Division A Community Service & Achievers' Day	<i>To be confirmed</i>	Div A Governor Kenneth Yeo
16 May 15	Div Z Achiever's Day	<i>To be confirmed</i>	Div Z Gov Chay Wan Liang
30 May 15	Div V Achievers Day	<i>To be confirmed</i>	Div PRO Lim Sor Lin

## **JUN 2015**

### Tasks

- Month of June: Recruit new Club's Exco team for next term.
- By 30 June: Submit new Club Officers List to TI WHQ
- 30 June: Beat the Clock membership building contest ends
- 30 June: Deadline for Distinguished Club Program submission
- 30 June: Handover of duties from current officers to newofficers

Date	Events	Venue	Contact
6 Jun 15	Div U Achievers' Day II	<i>To be advised</i>	ADG Mktg Abigail Tan & DPRO Raymond Lim
6 Jun 15	Div L Achievers Day	<i>To be advised</i>	AG L2 Owen Gian
13 Jun 15	Div L Harmony Day	<i>To be advised</i>	Special Project Chair Wong Chee Fork
20 Jun 15	Div V Harmony Day	<i>To be advised</i>	Div V Sec Chan Wai Cheng
20 Jun 15	Div S Achievers' Day	<i>To be confirmed</i>	AG S7 Carl Wong
22 Jun 15	Div B Achievers Day	<i>To be advised</i>	Div B Exco, AG B1 Samuel
27 Jun 15	Div V Handling over Day	<i>To be advised</i>	Div V Council
27 Jun 15	Div D Achievers Day	<i>To be advised</i>	Div D Council