



Club Annual Workplan

1. Work Year Period

July 1 – June 30 (following year)

2. Speechcraft

Session 1: August – September

Session 2: February – March

Session 3: June (if demand arises)

3. Speech Contests

Humorous Speech Contest : July

Evaluation Speech Contest : July

International Speech Contest : January

Impromptu Speech Contest : January

4. Marketing

Marketing of Pioneer Toastmasters to be conducted throughout the year

For Speechcraft 1: end June – early July (flyers distributions, banner, website & word of mouth)

For Speechcraft 2: December – January (flyers distribution, banner, website & word of mouth)

For Speechcraft 3: April – May (flyers distribution, banner, website & word of mouth)

5. Club Newsletter

Issue 1: September

Issue 2: February

Issue 3: June

6. Membership Growth

Annual Goal: to recruit at least 10 members

End of 2003: 25

End of 2004: 35

End of 2005: 45

End of 2006: 55

7. Club Elections & AGM & Succession Planning

May

Succession Planning: to start by January



8. Public Relations

Goal: to send out seasons greeting to all Pioneer Constituency Grassroots leaders and Pioneer CC staff
Christmas cards : to start preparation by end November
Chinese New Year cards: to start preparation by early January

9. Club Anniversary

March

Goal: to start planning by January latest and to invite all the grassroots leaders and top District Officers

10. Club Officers Training (COT)

Session 1: July - August (to be confirmed at Division level)
Session 2: December - January (to be confirmed at Division level)

11. District Conventions

Semi-Annual Convention: October – November (to be confirmed by District)
Annual Convention: May (to be confirmed by District)

12. Distinguished Club Program (DCP)

Overall Club Achievements	: by mid April **
5 New Members	: by August *
Additional 5 New Members	: by March *
COT (June – August)	: at least 5 club officers to attend
COT (December – January)	: at least 5 club officers to attend
New CL	: by August (to spill over from last term)
Additional New CL	: by February (to be filed from current term)
2 New CTMs	: by November (to spill over from last term)
2 Additional New CTMs	: by March (to spill over from last term or for fast achievers)
1 New ATM	: by December (to spill over from last term)
1 Additional New ATM	: by March (to spill over from last term or for fast achievers)
Club Officers List	: by early June
1 st Semi-Annual Dues	: to be collected by early September
2 nd Semi-Annual Dues	: to be collected by early February