

PRESIDENT'S CALENDAR

JUNE

PRESIDENT

- Read and re-read the Presidents' and other officers' responsibilities in the Altrusa Encyclopedia.
- Check with Treasurer regarding dues and membership status.
- Hold workshop between outgoing and incoming officers and chairmen. Share information learned at **DISTRICT CONFERENCE**.
- Sign new signature cards (President and Treasurer) and file with bank so that checks can be issued.
- Review the Club Activity Report now to prepare for the year ahead.
- With the Treasurer, present budget to the club.
- Make sure all Board members have current issue of Altrusa Encyclopedia. Encourage all members to keep their copies updated as well.
- Share information from the President's Mailing with others as needed.
- Consult regularly with Immediate Past-President - **GREAT RESOURCE!**
- Foundation Grant applications are due in to the International Foundation March 15 (and September 15th).

SERVICE COORDINATOR OR VICE-PRESIDENT

- Attend and assist with changeover workshop.
- Finalize program schedule for the year.
- Remind newsletter editor to send newsletters to all District Officers and one copy to International Office.

TREASURER

- Annual membership and dues report and dues are due **June 1st**. If dues for renewing members are not mailed and postmarked by June 15th, they are subject to a **\$5.00** late fee for International and **\$1.50** for District. Be sure to pay convention fee to International (**\$20.00**) and conference fee to District (**\$15.00**) **with the dues report**.
- Notify delinquent members by June 15th. Membership is forfeited by July 10th.

TREASURER (Continued)

- June 1st to November 30th - full dues in effect.
- With President, present budget to club.

SECRETARY

- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy before each meeting.

United Nations Observance - June - World Environment Day

**PRESIDENT'S CALENDAR
JULY**

PRESIDENT

- Hurray! Survived first month. Keep open mind and continue to learn and grow in your position.
- Attend International Convention in odd years.
- Review Club Presidents' Handbook regularly, as well as the District Ten Supplement.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Maintain communication with committee chairmen.
- Check on yearbook progress.
- Be sure Program Chairmen have ideas for good programs.

TREASURER

- Late fees for renewing members apply until July 10th. After that date, there is a \$10.00 reinstatement. District continues the late fee.
- Submit new members, deletions, and addresses change form promptly throughout the year.

SECRETARY

- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of minutes prior to each meeting.

United Nations Observance - July 11th, World Population Day

PRESIDENT'S CALENDAR AUGUST

PRESIDENT

- Remind Altrusa Information chairman to review club's initiation and orientation procedures to make them up-beat and exciting. Start your new members off on the right foot.
- Be aware that a District Officer will make an annual visit to your club. Please try to accommodate her visit as much as possible. The District will provide the travel expenses and motel, unless you have someone who would like a houseguest for a night. Your club will only be expected to provide a meal at the general club meeting. She may want to have a time with the President and the Board. If your club wishes to do something special to acknowledge the Officer's visit, this is acceptable, but not expected. These visits are specifically designed for frank and open discussion, therefore it is requested that the program time be given completely to your District Officer.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Yearbook should be completed. Be sure name of club, zip code and area code are on the front cover. Send 10 copies to the Governor (this covers District Board and 1 for International - Governor will forward yearbook to International on your behalf).

TREASURER

- Stay on top of **ALL** new members forms. Mail them in quickly. Ensure last copy is legible!

SECRETARY

- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of minutes prior to each meeting

PRESIDENT'S CALENDAR SEPTEMBER

PRESIDENT

- September is traditionally Literacy Month.

- Foundation grant requests are due from clubs.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Distribute yearbooks to club members, if not already done.

TREASURER

- IRS Form 990 is due by October 15th, if necessary.

SECRETARY

- Make note of change of address, if any, of District Officers/Chairmen. Share with club members through the newsletter.

- Send highlights of minutes to the newsletter editor, if requested.

- Send President a copy of minutes prior to each meeting.

United Nations Observance - September 8th, International Literacy Day
International Peace Day – 3rd Tuesday in September

PRESIDENT'S CALENDAR OCTOBER

PRESIDENT

- In even years from list of eligible nominees received, send letters of support for International candidates, upon membership approval. These letters should be mailed to the International Nominating Committee before November 1st.

- October is Foundation Grants Month, the time of year when the International Foundation requests contributions for the Grants Program.

- Remember to observe "Make A Difference Day" held in October of each year.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Assist President as needed.

TREASURER

- Submit Foundation contributions to International.
- IRS Form 990 is due by October 15th. if necessary.

SECRETARY

- When International advises you of a new club, it is a nice touch to enclose to them a letter of good wishes and a dollar bill for seed money. (not required.)
- Fill up that newsletter with goodies!
- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of minutes prior to each meeting.

United Nations Observance - October 24th, United Nations Day

PRESIDENT'S CALENDAR NOVEMBER AND DECEMBER

PRESIDENT

- Follow up on committee assignments and activities.
- January meeting should include a "State of the Club Report." Ask officers and committee chairmen to begin work on their committee reports.
- Touch base with new members and make sure they are feeling welcome and well informed about Altrusa.
- November 30th, approved grant applications received by the September 30th deadline are funded.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Help your President gather committee reports to help with the “State of the Club” Report.

TREASURER

- Calculate net members and report to President for “State of the Club” Report.
- From December 1st through March 31st, new members pay half year International and District dues.

SECRETARY

- More goodies from your minutes for the newsletter.
- Send President a copy of the minutes prior to each meeting.

Human Rights Day – December 10

**PRESIDENT’S CALENDAR
JANUARY**

PRESIDENT

- Elect your Nominating Committee. Committee is composed of not less than three (3) members elected by the membership at least sixty (60) days prior to elections (held in March). Advise committee that DISTRICT CONFERENCE in April or May is a prerequisite for incoming officers.
- Report to the membership on the Board’s discussion of the “State of the Club” Report and involve the club in its own sixth month review.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Meet with the Service Committee to determine if programming is working for the good of the club.

TREASURER

- December 1st through March 31st NEW MEMIBERS pay 1/2 annual dues.

SECRETARY

- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of the minutes prior to each meeting.

PRESIDENT'S CALENDAR FEBRUARY

PRESIDENT

- Report from Nominating Committee to be read before general membership thirty days before March election date.
- Alert all committee chairmen that their year-end reports will be due in May.
- Work closely with Membership Chairman and encourage new members between now and March 31st since half-year dues are now in effect.
- Encourage the club to enter the District award competitions:
Longevity Awards, Clovis Food Bank Awards, Communication Awards, Mary Ray Attendance Award, Nancy Taylor Environmental Award, District Ten Membership Award/Hazel Henderson Membership Award, Ethel Fritch Literacy Award, Letha H. Brown Literacy Award, Mamie L. Bass Community Service Award, the Governor's Award, the Jen Hanson Service Award and Dr. Nina Faye Calhoun International Award. Delegate responsibilities for the submittal to the appropriate committee chair.
- **All awards are due April 1st, except the Mary Ray Attendance Award, which is due April 25th.**
- Also be thinking of submitting for other awards on the International level:
Eleanor Roosevelt Humanitarian Award, Altrusa International Foundation Community Leadership Award, ASTRA Award and the Distinguished Club Award.
- Proposed changes in the by-laws for consideration at District Conference must be sent to the District BRR chairman by March 1st. Discuss and prepare ahead.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Club Activity Report is due May 31st to District Membership Chairman. Give all program chairmen a copy and have them begin preparing their section. Remember to send one copy to International for Distinguished Club Award consideration by May 31st.

TREASURER

- After elections, begin sharing information with incoming treasurer.
- Half year dues are still in effect.

SECRETARY

- Begin preparing records for passing on to next years officers.
- Send the slate of candidates for club officer and director positions to the club membership immediately following receipt from the Nominating Committee.

SECRETARY (Continued)

- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of the minutes prior to each meeting.

PRESIDENT'S CALENDAR MARCH

PRESIDENT

- Election of officers and directors. Send election results to District Treasurer and International Office on the official forms provided WITHIN 10 DAYS after election.
- Be sure **ALL** new officers and chairmen have most recently revised Altrusa Encyclopedia and current Bylaws and Policies book.
- Be sure to give all files and a District Handbook to your successor.
- Follow up on the entries to be submitted for District Conference. They are due April 1st.
- Plan and encourage large attendance at District Conference.

NEWLY-ELECTED PRESIDENT

- Begin plans for **DISTRICT CONFERENCE** attendance (end of April/first of May). Encourage **ALL** officers to attend and participate. This is a **MUST**.
- Be sure to obtain from the President all files and a District Handbook. Share information and addresses with officers and chairmen.
- Initiate contacts between incoming and outgoing boards. Call a meeting of incoming Board for planning.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Assist President as needed. Arrange to attend District Conference.

NEWLY-ELECTED SERVICE COORDINATOR OR VICE-PRESIDENT

- Call a meeting of newly assigned chairmen as soon as the new President has completed her assignments. Encourage chairmen to meet with their committees and report back to you.
- Coordinate UPCOMING year with President and offer assistance.

NEWLY-ELECTED SERVICE COORDINATOR OR VICE-PRESIDENT (Continued)

- Review previous year's Club Activity Report. Develop meeting dates and committee responsibilities for each.
- Prepare or assign yearbook. See Encyclopedia.

TREASURER

- Incoming and outgoing Treasurers begin sharing information.
- December 1st through March 31st are 1/2 annual dues.

SECRETARY

- Cooperate with preceding or successive Boards.
- If requested by president, within ten (10) days following March election, send the names and addresses of newly elected officers and directors to the International Office and the District Governor.
- Send highlights of minutes to the newsletter editor, if requested
- Send President a copy of minutes prior to each meeting.

Women's Rights Day – March 8

PRESIDENT'S CALENDAR APRIL

PRESIDENT

- By April 1st, elect Delegates and Alternates to District Conference.
- See that all officers fully understand the importance of **DISTRICT CONFERENCE**. Attend... Train... Enjoy!!
- Meet with Club Committee Chairmen to complete Club Activity Report, which is due May 31st. Send copy to District Membership Chairman. Keep copy for club records. Remember to send one copy to the International Office for Distinguished Club Award consideration.
- In odd years, elect Delegates and Alternates to Altrusa International Convention in July (see note for Secretary).
- Observe Altrusa's birthday by celebrating Altrusa Awareness Day - April 11th, 1917.
- April is Endowment Fund Month, the time of year when the International Foundation requests contributions for the Endowment Fund Program.

SERVICE COORDINATOR OR VICE-PRESIDENT

- By April 1st: Completed Club Committee Chairmen form needs to be sent to the District Governor for preparation of the District Handbook. Also send the appropriate copies to the International Office.
- Assist with Club Activity Report.
- Give new committee assignments to current President and have the list announced.
- Select auditor with Board approval.

TREASURER

- April 1st to May 31st - new members pay full dues but gain two months. Nothing due again until June of following calendar year.
- Receive International Membership Report: review, correct and return by June 15th to the International Office.
- If appropriate, obtain bond to become effective by June 1st.
- Submit Foundation contributions to International.

SECRETARY

- Send results of Delegate election for the International Convention to the International Office in odd years, completed Club Committee Chairmen form to International Office AND TO District Governor early in April.
- **Send Delegate and Alternate names to District Secretary immediately upon election.**
- Send highlights of minutes to the newsletter editor, if requested.
- Send President a copy of minutes prior to each meeting.

World Health Day – April 7

PRESIDENT'S CALENDAR MAY

INSTALLATION MONTH

PRESIDENT

- By May 31st, submit Club Activity Report to District Vice Governor. **PLEASE HELP BY BEING ON TIME.** Remember to send one copy to International for Distinguished Club Award consideration.
- Share President's Updates from International with Board and appropriate officers/chairmen.
- Share with officers and Board your new District Handbook (or Handbook update).
- Plan a workshop for incoming and outgoing officers and chairmen to exchange files and ideas.
- Confer with Treasurer on annual report.
- Remind officers and committee chairs that annual reports are due.

SERVICE COORDINATOR OR VICE-PRESIDENT

- Work with Service Committee to plan new year's programs.
- Assign dates to each committee with flexibility.
- Give complete schedule with program titles, dates, and speakers' names to Yearbook Committee. (Don't forget - September is Literacy Month. April is Altrusa's Birthday).
- Put Club Activity Report and other pertinent information in yearbook.

TREASURER

- Collect all dues and complete International membership report. Remember to add classifications. All funds owed must be paid before end of the fiscal year - May 31st.
- Prepare annual report by final business meeting in May and close books by May 31st (work closely with President). Deliver books to person designated by the Board for the annual audit.
- Work with new Treasurer and Finance Committee to prepare budget for next year.

SECRETARY

- District Archives Chairman needs pictures and articles about your club for preparation of the District Archives.

SECRETARY (Continued)

- Send highlights of minutes to newsletter editor, if requested.

- Send President a copy of the minutes prior to each meeting.

FOR ALL OFFICERS

- Attend officer training at Conference. If unable to attend, review notebook from President thoroughly.

(Revised 5/2002)