

CLUB PRESIDENT'S MONTHLY CHECKLIST

June

- Present Club calendar for the year at business meeting.
- Begin having committees develop projects.
- Develop yearbook with Yearbook Committee.
- Publish first newsletter.
- Club's fiscal year begins.
- Remind treasurer to send \$30.00 to International for Convention fee (billed with dues).
- Dues must be mailed by June 15 to avoid penalty.
- Submit Club Annual Report due June 15
- Discuss proposed bylaws changes and nominees to be presented at the International Convention. (odd years)

July

- Attend International Convention. (odd years)
- July 10: last day for members to pay membership dues before required to pay reinstatement fees.
- Begin selection of Make a Difference Day project.

August

- Start encouraging members to attend fall workshop if your District has one.
- Observe International Youth Day on August 12.
- Following International Convention, review bylaws changes with members. (odd years)
- Reports from delegates to International Convention. (odd years)
- Solicit club and member contributions for Club 21.

September

(Literacy Month)

- Observe International Literacy Day on September 8.
- Review club responsibilities for the visit of District Board member.
- Prepare for fall workshop, if scheduled. Plan to attend.
- Evaluate the first three months of club activities and attendance; make changes if they are needed.
- Review available grants to determine if club should apply for an International Grants. Consider making an end-of-year donation to a program of your choice.
- Grant Program and Club 21 (International Projects) applications due to the International Foundation by September 15.
- Observe International Day of Peace on September 21.
- Plan and publicize activity for Make a Difference Day.
- Send copy of club yearbook to District Officers and one copy to the International Office.

October

- Attend fall workshop, if your District has one.

- Send any contributions to the International Foundation Grant Program.
- File IRS Form 990 by October 15. (If the club has a Local Foundation, two Form 990s necessary.)
- Work on member recruitment.
- Observe World Food Day on October 16.
- Observe United Nations Day on October 24.
- Participate in Make a Difference Day on the 4th Saturday.

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- November**
- Reports by members attending workshop, if your District has one.
 - Begin work on election of Nominating Committee.
 - Observe International Day for the Elimination of Violence against Women on November 25.

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- December**
- Half-year dues for new members December 1 through March 31.
 - Observe Human Rights Day on December 10.
 - Mid-year review of Strategic Plan.
 - Mid-year evaluation of Club Program.

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- January**
- Elect Nominating Committee.
 - Have Bylaws, Resolutions and Recommendations (BRR) Committee start review for possible changes in bylaws.
 - Elect delegates and alternates to District Conference at least 60 days prior to Conference. Send names of delegates and alternates to the District Secretary.
 - If Club has Local Foundation, send Local Club Foundation Annual Report to International Foundation by January 15.
 - Consider making a contribution to the Foundation's Disaster Relief Fund
 - First week in January, ASTRA scholarship applications available. Due March 15 to International ASTRA Chair.

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- February**
- Report of Nominating Committee
 - Start campaign for Conference attendance.
 - Watch District literature for due dates for Mamie L. Bass, Letha H. Brown and Dr. Nina Fay Calhoun award applications.
 - Observe World Day of Social Justice on February 20.

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- March**
- Election of Officers and Directors.
 - Observe International Women's Day on March 8.
 - ASTRA scholarship applications. Due March 15 to International ASTRA Chair
 - Grant applications are due to the Foundation by March 15.
 - Give copy of Incoming President's Calendar to newly elected president.

- Start work compiling information for the Club Annual Report.
- Encourage incoming president to select Committee chairs.
- Plan to attend District Conference.
- Incoming Committee Chairs meet with outgoing Committee Chairs for committee update.

April

- Observe World Health Day on April 7.
- Celebrate Altrusa Awareness Day on Altrusa's birthday, April 11.
- Add an Altrusan Month. Members initiated between April 1 and May 31 pay full-year dues good through June 1 of the following year.
- Elect delegates and alternates to International Convention (odd years). Send delegate list to International Office at least 30 days prior to Convention.
- Present budget at business meeting for adoption.
- At Board Meetings, approve new bank signature authorizations.
- Solicit club contribution to Altrusa International Foundation Endowment Fund.
- Meet with incoming and outgoing Board to transfer materials.
- Request officers and committee chairs prepare annual reports.
- Assist incoming president and Finance Committee with budget.
- Plan installation of new Officers and Directors.

May

- Update Club Roster of Officer and Club Committee Chairs in Group Tally
- Complete ASTRA Club Annual Report Due May 31
- International Foundation Anna H. Settle Community Leadership Award due to International Office May 15 (Odd years only).
- Preside at annual meeting and installation of officers.
- New board in charge immediately following installation.
- Observe International Day of Families on May 15.
- Audit Treasurer Books.