



Secretary

July

- Verify that the club officer list is up-to-date in Club Central.

August

- Cast club's votes at Annual Business Meeting conducted during International Convention or if not done yet, designate [proxy-holder](#). (Or President)

September

October

November

- If your club elects semiannually, submit the new club officer list in Club Central on toastmasters.org before the December 31st deadline.

December

- If not completed in November, if your club elects semiannually, submit the new club officer list in Club Central on toastmasters.org before the December 31st deadline.

January

February

March

April

May

- Submit the new club officer list in Club Central on toastmasters.org before the June 30th deadline

June

- If not completed in May, submit the new club officer list in Club Central on toastmasters.org before the June 30th deadline.