**President’s Monthly Guidelines**  
(Delegate when possible and address as many ideas as possible.)

<table>
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<tr>
<th>Month</th>
<th>Tasks</th>
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| June  | - Present budget at business meeting for adoption.  
- 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 to International for Convention fee (billed with dues).  
- Dues must be mailed by June 15 to avoid penalty.  
- Discuss proposed Bylaws and Resolution changes and nominees to be presented at the International Convention (odd years).  
- At Board meetings, approve new bank signature authorizations. |
| 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 Bylaw changes with members (odd years).  
- Reports from delegates to International Convention (odd years)  
- Solicit Club and member contributions to 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, only if scheduled. Plan to attend.  
- Evaluate the first three months of Club activities and attendance; make changes if they are needed.  
- 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 only if the District does one.  
- Remind treasurer to mail 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 are necessary.)  
- Email, mail, or post on website the Club’s Make a Difference Day pre-report to International office.  
- 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 fourth Saturday.

November
☐ Reports by members attending fall workshop if your District holds one.
☐ Begin work on election of Club Nominating Committee.
☐ Email or mail final report on Make a Difference Day report to International office.
☐ Observe International Day for the Elimination of Violence Against Women on November 25.

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.

January
☐ Elect Club Nominating Committee.
☐ Have Bylaws, Resolutions, and Recommendations (BRR) Committee start review for possible changes in Bylaws.
☐ Elect Delegate/Alternate 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.

February
☐ Report of Club 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.

March
☐ Election of Officers and Directors.
☐ Observe International Women’s Day on March 8.
☐ Have secretary complete and send the list of newly-elected officers to District Governor and International office, using forms online if available, within 10 days of election.
☐ Give copy of Incoming President’s Calendar to newly elected president.
☐ Start work compiling information for the Club Annual Report (due June 1; submit online at International website)
☐ Encourage incoming president to select committee chairmen.
☐ 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 Altrusian Month.
☐ Elect International Convention delegates and alternates (odd years). Send delegate list to International office at least 90 days prior to Convention.
☐ Solicit Club contribution to Altrusa International Foundation Endowment Fund.
☐ Meet with incoming and outgoing board to transfer materials.
☐ Request officers/chairmen prepare annual reports.
☐ By 4/30, send list of newly appointed chairmen to District Governor and international office on forms provided.
☐ Assist incoming president and Finance Committee with budget.
☐ Members initiated between 4/1 and 5/31 pay full-year dues good through 6/1 of next year.
☐ Plan installation of new officers and directors.

May
☐ Preside at annual meeting and installation of Officers.
☐ New board in charge immediately following installation.
☐ Observe International Day of Families on May 15.
☐ Club Annual Report due June 1. Submit online to International.
☐ Community Leadership Award nomination to International Foundation.
☐ ASTRA Club Service Award entry due to International.
☐ Audit Treasurer books.