**District Second Vice–President Month to Month CALENDAR**

July

* Establish contact with each local chapter second vice–president and verify that contact information is current.
* Determine person responsible in each local chapter for the Children’s Book Project, programs, publicity and social media.

August

* Verify that your contact information is current.
* Continue to make monthly contact with local chapter second vice–president.
* Plan a publicity campaign for District Fall Conference.

September/October

* Renew enthusiasm with local chapter second vice-presidents and create unique themes or other means to promote the Children’s Book Project.
* Assist the district president as needed in planning and executing the District Fall Conference, if applicable.
* Announce and promote the use of banners and other public relations items available.
* Meet your local chapter second vice–presidents at the District Fall Conference, if applicable.

November

* Work with technology contact to monitor local chapter webpages and social media. Check for updated content and appeal.
* Work with technology contact to contact local chapters which do not have web pages or social media pages and offer assistance. Reference Facebook instructions on how to get started.
* Remind local chapter second vice–presidents to order book plates.
* Monthly contact with local chapter second vice–presidents with focus on webpages, social media and books distribution.

December

* Communicate with the local chapter book chairs/second vice–presidents to complete the collection and distribution of books.

January

* Check the progress of the Children’s Book Project, district web pages and social media.

February

* Monitor district online book report totals from the local chapters by February 15.
* Finalize the final online district book report to TRTA by March 1.
* Assist with the publicity for any district retirement education event.

March

* Make monthly contact and thank local chapters for reporting book totals.
* Communicate with local chapters the final book total and thank local units for reporting.
* Finalize plans to attend the TRTA state event (in even–numbered years) and attend the second vice-president training session, if applicable.
* Plan with your district president to assist setting up and updating local chapter webpages and social media.
* Identify newly elected local chapter second vice–presidents and verify contact information to attend the Spring Conference, if applicable.
* Encourage new local second vice–presidents to attend the District Spring Conference, if applicable.

April

* Attend the TRTA state event (in even–numbered years)and the second vice-president training session, if applicable.
* Plan your second vice-president training session for the District Spring Conference, if applicable.
* Contact local chapter second vice-presidents to attend the District Spring Conference, if applicable.

May

* Attend the Spring Conference and conduct second vice–president training, if applicable.
* Encourage local chapters to collect books, update webpages and social media.

**Local CHAPTER Second Vice–President Month to Month CALENDAR**

July

* Provide the district second vice–president local chapter names and contact information for the Children’s Book Project, programs, publicity and social media.
* Make a plan and, if needed, choose a committee for the Children’s Book Project, webpages, publicity and social media.
* Work with technology contact to maintain and update the local chapter webpage, newsletters and social media.

August

* Make a plan for publicity of local chapter events and participation in state and district events.
* Respond to monthly contact from district second vice-president.
* Continue to collect books, update local chapter webpage and social media.

September/October

* Communicate to local chapter membership the plan for the Children’s Book Project and develop enthusiasm for the project.
* Attend the District Fall Conference, if applicable.
* Respond to monthly contact from district second vice–president.
* Promote or work with the technology contact to maintain and update the local chapter webpage, newsletters and social media.

November

* Work with technology contact to maintain and update the local chapter webpage, newsletters and social media.
* Take pictures and publicize events.
* Order book plates, if needed, and continue to collect and distribute books.
* Respond to monthly contact from district second vice–president.
* Communicate with your district second vice–president or district communications committee chair.

December

* Complete distribution of books and publicize events with media outlets, local chapter webpage and social media.
* Respond to monthly contact from district second vice–president.

January

* Respond to monthly contact from district second vice–president.
* Start compiling books for the new year.

February

* Compile book totals and submit online report totals to TRTA by February 15.
* Continue the ongoing Children’s Book Project plan and update the local chapter web page and social media.
* Respond to monthly contact from district second vice–president.

March

* Announce district and local chapter book totals.
* Finalize plans to attend the TRTA state event (in even–numbered years)and the second vice-president training session, if applicable.
* Respond to monthly contact from district second vice–president.

April

• Attend the TRTA state event (in even–numbered years)and the second vice-president training session, if applicable.

• Plan to attend the District Spring Conference, if applicable.

* Respond to monthly contact from district second vice–president.
* Continue to work with the technology contact to maintain and update the local chapter webpage, newsletters and social media.

May

• Attend the District Spring Conference and the second vice-president training session, if applicable.

* Continue the ongoing Children’s Book Project plan, update the local chapter webpage, publicity and social media.
* Respond to monthly contact from district second vice–president.