

DISTRICT SECOND VICE–PRESIDENT MONTH TO MONTH CALENDAR

July

- Establish contact with each Chapter Second Vice–President and verify that contact information is current.
- Determine person responsible in each 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 Chapter Second Vice–President.
- Plan a publicity campaign for District Fall Conference.

September/October

- Renew enthusiasm with 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 Chapter Second Vice–Presidents at the District Fall Conference, if applicable.

November

- Work with technology contact to monitor Chapter webpages and social media. Check for updated content and appeal.
- Work with technology contact to contact Chapters which do not have web pages or social media pages and offer assistance. Reference Facebook instructions on how to get started.
- Remind Chapter Second Vice–Presidents to order book plates.
- Monthly contact with Chapter Second Vice–Presidents with focus on webpages, social media and books distribution.

December

- Communicate with the 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 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 Chapters for reporting book totals.
- Communicate with Chapters the final book total and thank chapters 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 Chapter webpages and social media.
- Identify newly elected Chapter Second Vice–Presidents and verify contact information to attend the Spring Conference, if applicable.
- Encourage new Chapter 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 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 Chapters to collect books, update webpages and social media.

CHAPTER SECOND VICE—PRESIDENT MONTH TO MONTH CALENDAR

July

- Provide the District Second Vice—President 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 Chapter webpage, newsletters and social media.

August

- Make a plan for publicity of Chapter events and participation in State and District events.
- Respond to monthly contact from District Second Vice-President.
- Continue to collect books, update Chapter webpage and social media.

September/October

- Communicate to 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 Chapter webpage, newsletters and social media.

November

- Work with technology contact to maintain and update the 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, 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 Chapter web page and social media.
- Respond to monthly contact from District Second Vice—President.

March

- Announce District and 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 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 Chapter webpage, publicity and social media.
- Respond to monthly contact from District Second Vice—President.