# Club Secretary Calendar 2024-25

### September

1. Complete the training on the [Optimist Institute](https://optimist.tovuti.io/) for Secretaries.

### October

1. Work on making sure the contact information for your club members is correct and added correctly on [Optimist International](https://www.optimist.org/).
2. Record the minutes of the first club board meeting.
3. Complete the [Quarterly Zone Report](https://ohiodistrictoptimist.org/quarterly_zone_report/) if it is your responsibility and send it to the Lt. Governor.
4. Attend your first quarter Zone Meeting.
5. After the call comes out, register for the [1st Quarter Conference](https://ohiodistrictoptimist.org/event/q1-district-conference-2024-2025/) online.
6. Attend the [1st Quarter Conference](https://ohiodistrictoptimist.org/event/q1-district-conference-2024-2025/).

### November

1. Keep records of all board meetings.

### January

1. Keep minutes at your board meeting.
2. When the call comes out, register for the [2nd Quarter Conference](https://ohiodistrictoptimist.org/event/q2-district-conference-2023-2024-2/).
3. Prepare the [Quarterly Zone Report](https://ohiodistrictoptimist.org/quarterly_zone_report/) and send to the Lt. Governor.

### February

1. Make sure you have completed the Secretary’s training at [Optimist Institute](https://optimist.tovuti.io/).

### April

1. Complete the [Quarterly Zone Report](https://ohiodistrictoptimist.org/quarterly_zone_report/) and send to the Lt. Governor.
2. Attend the zone meeting.
3. After the call goes out, register to attend the [3rdQuarter Conference](https://ohiodistrictoptimist.org/event/q3-district-conference-2024-2025/) in Dublin, Ohio.

### May

1. File the [Club Officer Election Report](https://www.optimist.org/Forms/Club_Officer-Elect_Report.pdf).
2. Register for upcoming [Optimist International Convention](https://www.optimist.org/Member/convention.cfm).

### June

1. Make sure records and minutes are up to date.
2. Attend the [Optimist International Convention](https://www.optimist.org/Member/convention.cfm).

### July

1. When the call comes out, register online for the [Ohio District Convention](https://ohiodistrictoptimist.org/event/77th-annual-district-convention-2024-2025/) at the Hope Hotel in Fairborn, Ohio.

### August

1. Attend the [Ohio District Convention](https://ohiodistrictoptimist.org/event/77th-annual-district-convention-2024-2025/) and training.

### September

1. Make sure all the books are in order and the membership information is up to date.
2. Turn over books to new secretary.