**Planning Your Year as District Commander**

When planning your year as District Commander, you may find it helpful to break your year down into the major milestones. In doing this, you can concentrate on tasks which must be accomplished during each time period. This list is by no means all inclusive – it is only intended to give you an example. You can add other goals and responsibilities as needed.

**Before Department Convention** Hold District planning meeting

* District Officer lists completed and returned to Department
* District Chairman lists completed and returned to Department
* District Fall Conference date and location set
* Set goals for coming year and set deadlines to accomplish them
* Establish your District Membership plan
* Schedule Post visits

**Before District Fall Conference**

* Set Oratorical Contest dates (District and Area)
* Nominate Posts for National Vice Commander Tour stops
* Develop District plan for Past District Commanders’ Membership Rally
* Make final Conference preparations
* Schedule Post visits
* Review Department correspondence

**Before Mid-Winter Conference**

* District Spring Conference date and location set
* Boys State Orientation dates set
* Prepare for District Caucus
* Prepare for Mid-Winter hospitality
* Schedule Post visits

**Before District Spring Conference**

* Work with District Liaison finding candidates for District Offices
* Make Conference preparations
* Schedule Post visits
* Review Department correspondence

**Before Department Convention**

* Review Convention procedures
* Prepare for District Caucus
* Prepare for Convention hospitality
* Begin turnover to incoming District officers
* Prepare continuity book – Throughout the year, save your correspondence, checklists, calendar, notes, computer files, etc. Keep anything that might be helpful to the incoming District officers and present them with the information.