

# **ZONE CHAIR DUTIES**

## **JULY**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit club of \_\_\_\_\_**

## **AUGUST**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Host 1st Zone Meeting**
- \_\_\_\_\_ **Send Zone Meeting Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit club of \_\_\_\_\_**

## **SEPTEMBER**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Host 1st Zone Meeting**
- \_\_\_\_\_ **Send Zone Meeting Report to Governor and Region Chair**
- \_\_\_\_\_ **Club Status Report Due September 30**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **OCTOBER**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **NOVEMBER**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Attend District Cabinet Meeting**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **DECEMBER**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **JANUARY**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Host 2nd Zone Meeting**
- \_\_\_\_\_ **Send Zone Meeting Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **FEBRUARY**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Host 2nd Zone Meeting**
- \_\_\_\_\_ **Send Zone Meeting Report to Governor and Region Chair**
- \_\_\_\_\_ **Attend District Cabinet Meeting**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **MARCH**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **APRIL**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Attend District Convention**
- \_\_\_\_\_ **Attend District Cabinet Meeting**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **MAY**

- \_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**
- \_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor and Region Chair**
- \_\_\_\_\_ **Host Officer Training at 3<sup>rd</sup> Zone Meeting**
- \_\_\_\_\_ **Send Zone Meeting Report to Governor and Region Chair**
- \_\_\_\_\_ **Visit Club of \_\_\_\_\_**

## **JUNE**

\_\_\_\_\_ **Send NAHCI report to VDG by 5<sup>th</sup> of month**

\_\_\_\_\_ **Send Monthly Zone Chairman's Report to Governor  
and Region Chair**

\_\_\_\_\_ **Host Officer Training at 3<sup>rd</sup> Zone Meeting**

\_\_\_\_\_ **Send Zone Meeting Report to Governor and Region  
Chair**

\_\_\_\_\_ **Attend Region and Zone Chairs Workshop**

\_\_\_\_\_ **Visit Club of \_\_\_\_\_**