



Officer Training Checklist

The following checklist can be used to train your officers and committee chairs.

(See below for *Mentoring Program* information.)

1. Review www.ifrw.org (IFRW website).
2. Review www.nfrw.org (NFRW website).
Sign up for individual password in order to be able to access “Members only” information & training.
3. Download Membership Handbook off NFRW website.
4. Download Treasurer information off NFRW website and provide to club president.
5. Review Officer training documents found on IFRW website.
6. Review [IFRW by-laws](#) located on IFRW website.
7. Review NFRW membership database training on NFRW website.
8. Review how to submit annual dues to IFRW treasurer.
9. Keep club’s profile updated on NFRW website.
10. Follow IFRW Facebook page.
11. Review IFRW Twitter (#IFRW) and Instagram accounts.
12. Review IFRW Spring Conference held every spring and how to participate.
13. Review IFRW Legislative Day and how to participate.
14. Review Illinois State Fair Day and how to participate on Republican Day.
15. Review IFRW Spring Conference and how discuss the process of selecting delegates/alternates.
16. Review IFRW Achievement Awards and NFRW Achievement Awards. Both forms found respective websites.
17. Review how to submit photographs of club meetings to IFRW Club Spotlight and NFRW Club Spotlight.
18. Review how the official Calls (for board meetings/conventions) and invitations are sent to Club presidents to share with your members. **Local club presidents are IFRW Board Members and attend IFRW Board Meetings.**
19. Review NFRW Leadership Development Handbook and Resources.
20. Review Literacy/MELP program.
21. Review Caring For America programs.

Optional Opportunity

Club President Mentoring Program

Purpose: For education and encouragement through a one-on-one relationship.

Method: For those clubs interested in leadership training for Club Presidents, you can contact IFRW for assistance.