

Club President's Timeline

Club Presidents can use the following timeline as a sample guide for club planning and board meetings.

January

- If you have not done it already, complete and submit the Club Officer's form to the IFRW president the first week of January.
- Make sure your treasurer has collected club members' dues and submitted them along with the IFRW dues form to the IFRW Treasurer by January 15.
- Work with the Club Treasurer to develop the Club's Annual Proposed Budget; send to membership and vote to approve at the Spring Conference.
- Appoint Committee Chairs. The following committees are needed for Club Achievement Award: Americanism, Armed Services; Budget and Finance; Bylaws; Campaign/Political Activities; Caring for America; Chaplain; Club Achievement Awards; Leadership Development; Legislation; Literacy (MELP); Membership & Outreach; Parliamentarian; Program; Public Relations/Communications (newsletter, email, Facebook, Twitter, telephone).
- Encourage your club to attend the IFRW Spring Conference. There are speakers and networking opportunities for everyone as well as a Board Meeting to conduct business.

February

- Start encouraging your members to attend Legislative Day held at the Capitol in Springfield in odd -numbered years. Check our website for details. Wear your Red and join IFRW to hear from our legislators and special speakers.
- Review membership. Confirm members' names and email addresses before sending to IFRW. Consider holding at least one function for membership recruitment. Distribute new membership brochures.
- Distribute new membership packets to all new members (packets include a welcome letter from the president, bylaws, membership roster & brochure).
- Hold a program or workshop on Leadership Development. Contact IFRW to schedule a speaker for the workshop.
- The official Call for the IFRW Spring Conference will be emailed to Club Presidents this month. It is your responsibility to distribute the Call to your members. The Call will also be posted on our website at ifrw.org

March

- Encourage your club to attend the IFRW LEGISLATIVE DAY in Springfield held in odd-numbered years. Check out our website for details.
- The official Call for the IFRW Spring Conference was emailed to Club Presidents last month.
- It is your responsibility to copy and distribute the Call to your members. You can check the IFRW website for additional information.
- Submit names/bios of club members who have passed away over the past year to the IFRW Chaplain to be remembered at the IFRW Spring Conference.

April

- Attend the IFRW Spring Conference/Board Meeting.

- Each club President is on the Board of Directors and will vote at the Spring Conference.
- Prepare your club's NFRW Club Achievement Award forms and have them submitted to the Achievement Award Chair by the deadline usually in mid-May. Awards are distributed at the NFRW Biennial Convention (in odd-numbered years).

May

- Turn in Club Achievement Award forms to IFRW Achievement Award chair.
- Review programs. Consider using the NFRW Roadmap for additional tips on program planning. Contact IFRW for assistance.

June

- Remind your Membership Chair to plan a Membership Recruitment Event, if they have not done so already.

July

- Happy Fourth of July!

August

- The IFRW supports REPUBLICAN DAY at the Illinois State Fair. Be sure to stop by the Republican tent!

September

- Promote the IFRW Fall Conference to each of your club members and encourage them to attend.

October

- Attend the IFRW Fall Conference/Board Meeting. In addition, promote this event with your club members and bring them along.
- If you are unable to attend, appoint a proxy to attend to vote in your place at the IFRW Board Meeting. Be sure to notify by email the IFRW President of your proxy.

November

- Begin collecting dues to submit to the IFRW Treasurer by January 15.
- Ask your Treasurer to begin sending in **renewal membership** dues to the IFRW Treasurer this month. Send in **new membership** dues by January 15 to IFRW.

December

- Complete and submit the Club Officer's form to the IFRW president before December 31.
- All registration forms, applications, notices and instructions can be found on this IFRW website.
- Plan a Leadership Training for your new club officers. And, consider a Leadership Training opportunity for all interested members.
- Please contact IFRW if you have any questions. We are here to assist you.