



GOLDEN STATE REPUBLICAN WOMEN

YOU'VE BEEN ELECTED PRESIDENT! NOW WHAT?

INCOMING PRESIDENT'S CHECK-OFF LIST

Being elected President is the highest honor your club can bestow on you. You have been chosen to represent your club for your term of office.

- ✓ **BYLAWS.** Read and become familiar with your club's and the bylaws of the upper Golden State Republican Women.
- ✓ **INSTALLING OFFICER.** The incoming president usually makes the choice. The installing officer might be an officer at a higher level of GSRW, or a member of the club who is an elected official. As president you can choose an installation that is serious or fun.
- ✓ **BOARD OF DIRECTORS.** Choose your committee chairmen. You must have the approval of your Executive Committee for these appointments. The elected officers (and if your bylaws state, appointed officers [usually Financial Review Officer, Parliamentarian]) are your Executive Committee. The Board of Directors is the elected officers and the appointed chairmen. Most clubs have a Board of Directors meeting and a general meeting each month.
- ✓ **INFORM YOUR OFFICERS** of their duties and responsibilities. Have a meeting with the outgoing chairmen and the new chairmen to exchange materials and ideas.
- ✓ **PLAN FOR THE UPCOMING YEAR.** Discuss with your chairmen about your plans for the upcoming year and get their approval. Have a brainstorming session. Many new ideas come from an informal meeting such as this.
- ✓ **BUDGET.** A budget is a guide for the club to follow in the expenditure of money during the year. Have a budget meeting before your club year starts. The size of the committee may vary according to the size of your club. The Budget Committee should include the chairman of budget, ways and means, program, treasurer, financial review officer, past treasurer, and president (ex officio).
 - Base your budget on the previous year income and expenses.
 - Study plans, expenses and income for the year's activities.
 - Prepare a budget based on studies and anticipated expenditures and income.
 - Present the proposed budget to the Executive Committee for approval and to recommend to the membership its adoption. A copy of the proposed budget should be given to each voting member. The chairman presents the budget and moves its adoption. Under discussion of the motion, the budget is read item by item with an opportunity for amendments.

Include in the budget:

- a. President's expenses to cover expenses to upper level Federation meetings,

conferences and conventions where she represents the club.

- b. Members' partial expenses to cover expenses to upper level GSRW meetings, conferences, and conventions.
- c. GSRW Biennial Conventions. In even number years, budget ½ the anticipated expenses for the president and delegates to attend conventions, which will be held the following year.
- d. GSRW roster. The roster is only given to GSRW board members. Budget funds to purchase a GSRW roster for the president.
- e. Scholarships. Donate to the upper level scholarships and internships to the best of your club's financial ability.

✓ **NEWSLETTER.** Choose a member who is computer savvy. Your newsletter is your club in action via the printed word. It is the most effective means of carrying out the primary function of GSRW to educate every member in Republican politics and to see that each feels a part of the organization. Budget funds so your club can publish the best newsletter possible. To cut printing and postage expenses, offer your members the option to receive your newsletter electronically. **GSRW CLUB PAGE UPDATE FORM** – The Club Presidents Center is password protected, so be sure to fill out the [Club President Center Access Application](#). The application is set up to provide the names, contact information, and other pertinent information for your club, then submit to GSRW.

MEMBERSHIP REPORTING. Have your Membership Chair or Reporter fill out this form and click submit: [Membership Reporting Preparer Application Form](#). This form will go to the GSRW Website Manager and she will get your Chair set up as quickly as possible.

THE GSRW.ORG WEBSITE. Go to the Golden State Republican Women website at GSRW.org. Familiarize yourself with their content. Establish a password for the website - and if you have any difficulty, contact the Website Manager at info@gsrw.org - she'll help you ASAP.

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**"What separates the winners from the losers
is how a person reacts to each new twist of fate."**

--- Donald J. Trump