



## **GOLDEN STATE REPUBLICAN WOMEN**

### **PASSING THE GAVEL OUTGOING PRESIDENT'S CHECK-OFF LIST**

#### ✓ **HAVEYOU...**

1. Given the new president the:
  - ❖ Rosters: Informed her that the GSRW e-mail address roster is online at <https://gsrw.org/bylaws-roster/> ?
  - ❖ GSRW most current newsletter and Capitol Update?
  - ❖ GSRWRoster?
  - ❖ GSRW websites addresses, usernames and passwords?
  - ❖ Informed the new president how to obtain a password for the GSRW website?
2. Advised the new president she should sign up for the Club Presidents Center containing all forms that should be completed and su:
  - ❖ Fill out Club Page Update Form?
3. Provided the new president with the bylaws of GSRW and your Club, and advised her of the importance of becoming familiar with each? All bylaws are available online.
4. Advised the new president that useful information is on the GSRW website and that she should become familiar with what is on the GSRW.org website.
5. Advised that the club's newsletter be sent to:
  - ❖ GSRW President info@gsrw.org
  - ❖ GSRW Region Director.
  - ❖ Given her the names and addresses of these individuals?
6. Arranged for a Presidents pin for the new president?
7. Advised the new President the name and contact information for the GSRW Regional Director?

#### ✓ **HAVEYOU...**

1. Acquainted the incoming president of the paperwork associated with GSRW?
2. Informed the new president of your club's procedures and history?
  - ❖ Has it been customary to present a gift to the outgoing president?
  - ❖ Who has the responsibility of sending Sunshine cards?

#### **DOES YOUR SUCCESSOR:**

1. Have membership report instructions and login information?
2. Know about tGSRW scholarships and their deadlines?
3. Discussed with the new president the areas that will be covered during her term?

5. Know the GSRW website and required user names and passwords:



Know the GSRW policy on endorsing candidates and campaign contributions? (See GSRW Bylaws )

6. Know that all speakers must be Republican? (See GSRW Bylaws A)
7. Stressed the importance of budgeting funds for the president and members to attend Federation meetings, conferences, and conventions. It is good policy to estimate ½ convention expenses in the off-convention years.