



New Club Presidents

Key Tasks & Leadership Ideas

- Call a Board meeting in January to outline the goals the club will work to achieve this year. Before the meeting, carefully select your appointments and standing committee chair as outlined in your bylaws. At the meeting, ask your board to ratify your choices.
- Send appropriate forms with required new board member information to your Federated division, region, state and GOP Central Committee (as requested). It is important to send these completed forms promptly so that correct communication channels may be made.
- Have the treasurer pay the appropriate service charges. They should be sent to your state federation, from which it will be forwarded to the NFRW. These service charges are in addition to regular membership dues, which are sent to your state federation membership according to your state's procedures and deadlines.
- Review and edit, as needed, your e-mail distribution list, and make sure all your club members sign up for the NFRW's free member e-mail network at www.nfrw.org.
- Prepare a standard draft agenda that will be used for each general meeting and board meeting. This agenda can be e-mailed to the board before each meeting so that all board members will be prepared prior to meetings.
- Assemble Leadership Guides for each board member and standing committee chairman. These guides should include your club's bylaws, standing rules and history, and other pertinent information, such as a board member roster, specific job duties, and national and state federation information.
- Take the lead in seeking out exciting speakers and helping your program chair to "sell" the idea of VIP party speakers. Consider encouraging the board to get its feet wet with an affordable "out of the box" speaker, paid with donations or from a specific fundraising effort.
- Determine media savvy members of your club. Choose one member to be the contact for all forms of media. Often during campaigns or controversies, club presidents are called upon for their opinions. Many club presidents are effective leaders, but are not familiar with media communications, or even confrontation. If the club president is uncomfortable, she should be ready to say, "Thank you for calling me, but Mary Jones is our chair on that subject. She will be pleased to speak with you on behalf of our club. You may contact Mary at ..."
- Organize "issue" chairs. These are members with experience, education and/or a passion relating to the many issue battles germane to campaigns or embattled

Republicans. Encourage study groups and a media savvy chair to express the approved position supported by the club, state or the NFRW. These issue chairs may include education, health care, voter identification, or the any number of issues which effect elections.

- Plan one social event, which, while the undertone may be political, the surface is one of excitement and “wannabe.” When we present our federation’s activities in an exciting, inclusive manner, we attract women who might never have been members, they just “wannabe” where the action is with women that make things happen! This event can be a designer fashion show, progressive dinner, women’s enhancement day, open issues forum with media fodder speaker, photo ops, or even an ice cream social.
- Capsulate job descriptions for each elected officer before the nominations committee is chosen for the following year. When prospective officers are called, they should be informed of specific responsibilities and timelines for that particular office.
- Encourage every member to attend regional, state and national conferences and conventions.
- Encourage every member to aspire to a chairmanship or office. Every member should consider one day being president of the NFRW! This will springboard her activity in your own club, and she just might become president of the NFRW someday.
- And most importantly, have a good time! Remember that we are working to promote Republican ideals and values. A smile and a good word get you farther than a misspoken comment!