



TEXAS FEDERATION of *Republican Women*

President Checklist

Congratulations! You have been elected Club President! This one-page checklist includes some of the important tasks and deadlines that TFRW expects throughout the year. They are included in the bylaws but this tool can help with club organization and operation. Please use this checklist as a guide for getting the club off to a great start in the new year.

1. Submit the Club Notice of Election of Officers to TFRW by December 31 of each year regardless of whether your club leadership has a one year or two-year term.
2. Membership Dues: 1st Membership Submission must include at least 10 Members and Annual Club Fee of \$20.00.
3. Submit Membership Dues by January 15th for Awards Bonus Points; by January 31st to qualify for Awards.
4. Membership Submission for TFRW Officers, District Directors, Deputy Presidents, and TFRW Committee Chairs must be received and paid before 1st TFRW Executive Board meeting. They will not be seated at Board meeting if not paid by this date.
5. Ask the Club Finance Chair to lead a review of the past years books. She should create and present a budget to the Executive Committee for approval. Monitor PAC reporting to ensure deadlines are met by your PAC Treasurer. Penalties can occur for missed deadlines.
6. Appoint a Parliamentarian who is familiar with Roberts Rules of Order, especially concerning club voting and quorums.
7. Appoint the Standing and Special Committee Chairs
8. The Club Secretary should take minutes at all board and club meetings.
9. Read and understand the club bylaws. Make provisions for sharing copies of the bylaws and job descriptions with each Executive Committee Member. Decide how to share bylaws with members. Some possible options are: club website, printed copies distributed at meetings, email copies to each Primary Member.
10. Read and understand the Candidate Fairness Policy, Federal Candidate Policy, Endorsement bylaws, Social Media Guidelines
11. Be aware of candidate filing deadlines. At the end of the filing period, special candidate fairness rules apply during the primary period. Those dates are posted on the Texas Secretary of State website.
12. Membership renewal dues must be paid to TFRW by the last day of February. Non renewing members will be removed from the NFRW database on March 1. They will no longer have access to the websites, newsletters, or organizational resources.
13. Sometimes things go wrong. Control your meeting agenda and do not give up your podium. Understand processes in case disruptions occur.
14. For clubs with one-year terms: form your nominating Committee in September, present the slate in October, vote on the new officers in November. Most clubs follow this pattern. The president is not a member of the Nominating Committee. Please reference bylaws for the details.
15. 2022 Membership Ended October 31, 2022. 2023 Membership began November 1, 2022 and ends October 31, 2023.
16. Good luck! Thank you for **Keeping Texas Red!**