

## **President's Check List**

**Make sure you understand or review each of the following:**

1. [www.mofrw.org](http://www.mofrw.org) (MoFRW website).
2. [www.nfrw.org](http://www.nfrw.org) (NFRW website). Sign up for individual password in order to be able to access Members only information and training.
3. Download Membership Handbook off NFRW website.
4. Download Treasurer information off NFRW website and provide to club/district president.
5. Review Officer training documents found on MoFRW website.
6. Print MoFRW by-laws located on MoFRW website.
7. Review NFRW membership database training on NFRW website.
8. Review how to submit annual dues to MoFRW Membership Secretary.
9. Keep club's profile updated on NFRW website.
10. Follow MoFRW Facebook page. A lot of information will be distributed on our page.
11. Review Show-Me Action Conference held every January and how to participate.
12. Review Legislative Day and how to participate.
13. Review Breckenridge Scholar Program and how to participate.
14. Review State Fair Day and how to participate.
15. Woman of Tribute luncheon is held on odd number years. Learn how to participate.
16. Review Lincoln Days and how to participate.
17. Review MoFRW convention held every June and how to participate. Discuss the process of selecting delegates/alternates and when to sign and return forms. All deadlines are upheld.
18. Review MoFRW Achievement Awards and NFRW Achievement Awards. Both forms found respective websites.
19. Review how to submit photographs of club and district meetings to MoFRW Public Relations chair Angie Stiffler (anstiffler@yahoo.com).
20. Information is sent through District presidents on all MoFRW activities.
21. All official Calls and invitations are sent to Club and District presidents to share with their members.
22. Review MoFRW Leadership Team and Resources.
23. Participate in the MoFRW/NFRW Literacy/MELP program.
24. Participate in MoFRW Caring For America programs.