

Affiliate Councils President Checklist

This checklist is intended to help you as your affiliate's president to manage your affiliate. In addition to the daily activities of running your local affiliate it is helpful to keep an eye on the bigger picture items that need to be accomplished during your term in office. Of course, the affiliate president is not alone. Your affiliate's board, officers, committee members and volunteers should all be prepared to play their part under your leadership.

Complete/Update Affiliate Board Members Form

Before your board terms expire, complete the Affiliate Board Members form that you can find online http://www.ncfr.org/member/asso_council.asp. Your affiliate's officer roster must be current and filed with NCFR headquarters.

Member Needs Survey

Every year, your members should be asked for suggestions regarding programming expectations and their willingness to volunteer. A Web based survey makes this easy, and is available through NCFR. Send your questions to Jeanne Strand at jeannestrand@ncfr.org. Basic items you will need are survey questions, participant list and timeline.

Board of Directors Retreat / Planning Meeting

Have a meeting to establish expectations for the coming year. This is the time to decide not only "what," but "how" your affiliate will accomplish its primary goals of programming, recruiting, outreach, marketing, and continuity planning. Programming is one of the most valued aspects of NCFR membership. Think about specific meeting topics, speakers, and formats. Include a new officer orientation section as part of your planning meeting agenda to make sure all of your volunteers are on the same page. Finalize mission-focused teams and give individual responsibilities to those willing to help.

Board Meetings and General Membership Meetings

In accordance with the NCFR bylaws it is necessary for each affiliate board to meet on at least a quarterly basis. Affiliates must also hold at least one general membership meetings per year. NCFR bylaws are available on the NCFR Web site.

Affiliate Web Site Review and Use of Logo

Review the NCFR Affiliate use of logo and web hosting information at http://www.ncfr.org/member/asso_council.asp; look over every page on your site; and discuss your vision for the site with your affiliate's webmaster. Contact Jason Samuels at jasonsamuels@ncfr.org for web hosting.

☐ Review your Affiliate's Bylaws

Affiliate Bylaws must be reviewed on at least an annual basis. Any changes required by NCFR will be communicated via email to the affiliate officers. Following the NCFR Conference, review your affiliate's Bylaws and amend if necessary. Forward an up-to-date copy to lyndabessey@ncfr.org.

☐ Succession Planning

Volunteer recruitment is an ongoing job for the entire board. Always keep an eye out for potential volunteers and future affiliate leaders. Work with your board to obtain a commitment from members who are willing to volunteer. As a board, discuss possible candidates for next year's affiliate leadership. Announce your affiliate's election date and oversee the election process. Take the appropriate steps to transition affiliate authority to next year's board of directors.

☐ Financial Reporting

Your affiliate has a fiduciary responsibility to its members to report the financial status of the affiliate to its members. Publish your affiliate's financial statements in the affiliate's newsletter or on the affiliate's Web site. As your affiliate's president, you will want to be sure that these tasks are accomplished during your term. If you have any questions on NCFR and affiliate leadership, please contact the NCFR Affiliate Liaison 888-781-9331 ext. 22 or lyndabessey@ncfr.org.

Use the chart below to list opportunities for involvement for all volunteers

Time/Frequency	Once	Weekly	Monthly
5 minutes			
1 hour			
2 hours			
Multiple hours			