



President Check List for starting your year:

- Meet with your Executive Board over the Summer:
 - discuss mission, vision, and goals for this board year
 - Hold Executive Board team building event to form a cohesive group [“Mix It Up and Make Connections”](#)
 - Ensure all emails are being responded to over the summer or are forwarded to someone who will answer general club/board inquiries.
- Meet with your advisors to share your goals and vision.
 - Share expectations on how they can help you help the board.
 - Express interest in private meetings/coaching sessions when needed.
 - Encourage them to watch the Council’s webinar on [“How to be and Effective Advisor”](#).
 - Give them the [“Guidelines for Advisors”](#) document on CMSC Website.
- Fill any open Board positions as soon as possible with all the appointed positions.
 - If you are having trouble, do informational interviews about the open positions.
 - Ask your executive board if they have knowledge of other friends who may be a good fit for a position.
 - Ask a person directly to fill a spot because you think they would be a perfect fit, in addition to posting open slots.
- Set up Board Training and Onboarding system so that Board Members know your systems and expectations prior to the Membership Kick Off event.
 - In your Board Training, provide to your board members:
 - Volunteer expectation sheet. [\(template available here\)](#)
 - Volunteer Contract. This contract would be written from the Job Description for their position and your Expectation Sheet. Be sure to include the number of meetings board members are allowed to miss in a year.
 - Constitution and Bylaws so everyone has a copy in their folder or desktop for quick reference.
 - Diversity Statement that all your board members are expected to uphold. [\(See copy of the Council’s statement here\)](#)
 - Board Directory so that names and positions are known to all.
 - Goals and Vision for this Board Year. What is your top priority?
 - Format for Board Meetings: For example, when board reports are due and how would you like your Board Members to turn them in?
 - Information on how reminders of meetings will be sent. For example, if you use Facebook and Facebook events, make sure everyone has an account and knows how to use it.



COUNCIL

FOR MILITARY SPOUSE CLUBS

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- Training in how to read your Budget and Treasurers Report. Show them the financial reimbursement process and explain how spending works.
 - Template for After Action Reviews (AAR) for every luncheon/monthly event and every major fundraiser or Annual Event. Send it electronically with a place for them to upload their documents. Encourage a Continuous AAR for the Board Position so that comments are uploaded in real time rather than trying to remember it all in the end.
 - Have a tutorial or class on how to use Board technology:
 - Access of board email account
 - Password storage
 - Document storage: For example, are you using Google Drive? If using something like Google Drive, train people in how to use it correctly now and you will not have trouble finding things later.
 - Meet with your board to decide a theme for the year (if doing that) and what events you will have for the year. It is important to have a list of what is happening over the next 9 months when people are signing up for the club.
 - If possible, meet with each board member personally to form a connection and open doors to better communication. Share your ideas with each person one on one so that expectations are clear.