



COUNCIL
FOR MILITARY SPOUSE CLUBS

10 Ways to Transition Clubs for Success

Set up next year's military spouse club board for success by following these 10 tips!

1. Record accomplishments and impact. Using the Council for Military Spouse Clubs Impact Statement Template, take note of your organization's accomplishments. Provide these updated bullets to the officers and chairs, and other volunteers, so everyone has specific and consistent data to help them professionalize their volunteer experience.
2. Finalize expenses and establish a budget. As you wrap up the year, all expenses should be submitted, and payments and reimbursements should be distributed. Officers and chairs should compile a list of expenses that may need to be paid in the summer, along with vendors and amounts, and provide that to the incoming President, Treasurer(s) and other relevant officers or chairs. With this information in mind, budget(s) for the next year should be established in accordance with your operating procedures.
3. Update and pass on files and documents. Whether you have notebooks/binders or a digital system, have officers and chairs update their files, and provide those documents to their successor. If this an online system, like a Google drive, make sure permissions are in place that allow the successor to access those files.
4. Make or update a list of inventories. Throughout the year, your organization may have accumulated a lot of stuff, while also using all the cups and plates. Create or update a list of inventories to avoid unnecessary spending next year. Before making your list and checking it twice, ask everyone in the Club to return anything that belongs to the Club. Make sure the incoming leaders know where the inventory is and have access to it.
5. Compile and update account list and passwords. Throughout the year, new accounts may have been created for online services, so make sure all the usernames and passwords are compiled in a safe location accessible by the incoming President, Secretary and Parliamentarian, or those designated for this information. If there are phone numbers and email addresses connected to those accounts, ensure those are also recorded and they are accessible to the incoming leadership. Double check previously existing accounts to make sure that the username and passwords work. (Tip: Make sure incoming officers and

6. chairs know which services the organization already has to prevent new accounts from being created.)
7. Organize inboxes. If your organization uses club email addresses for different positions, inboxes and emails should be cleaned up by current officers and chairs prior to their successor starting. If the incumbent has not been organizing throughout the year, have them create a folder for “2021-22” and move all their emails there so they are out of the inbox, but still searchable and accessible.
8. Make introductions to key contacts. If your organization has standing relationships, have current officers make introductions now to help continuity. Relationships may be within the military community, like the Wing Command Chief or Family Readiness Group Leader, or external like a volunteer coordinator at a local non-profit or the marketing manager for a donor company.
9. Continue recruiting for open positions. If there are open leadership positions in your organization, or spots on committees, help incoming leadership establish a plan to continue recruiting for those positions, utilizing things like external social media and Facebook groups.
10. Join the Council for Military Spouse Clubs. We are dedicated to educating, training, and providing resources to American military spouse clubs and their charitable nonprofits operating on military installations worldwide in order to preserve, perpetuate, and improve their governance and operations as nonprofit organizations. With things like templates, webinars and best practices, we can take some of the administrative headaches out of running a nonprofit.
11. Celebrate! Making it through the club year, with the many changes faced, is a reason to celebrate! Schedule some time to reflect on your accomplishments.

3246 Centennial Blvd. #360 | Colorado Springs, CO 80907-4077 | CouncilForMSC.org

The Council for Military Spouse Clubs is a Section 501(c)(3) tax-exempt charitable organization under the Internal Revenue Code and is a registered nonprofit corporation in Colorado.