



## Incoming Executive's Checklist

We recognize that each club may have a different governance model. If so, determine roles and potentially different timing for taking these roles, perhaps to cover vacations and extended winter holidays. For more advice about handling this, please see the Club Resources section of Clubs section in our Ontario Council website <http://cfuwontcouncil.org/>

- Prepare for the Club's turnover meeting – old and new executives together. Collect any materials and other important club documents from the previous year.
- If all executive positions have not been filled, arrange coverage of these positions with members of executive or recruit club members to cover the positions.
- Meet with outgoing and incoming treasurers (at the same time) to get a current “snapshot in time” of club finances. Ensure documents related to the job are turned over – cheque book, financial records, ledgers, etc. The incoming treasurer should arrange the change of Club signing officers with the bank according to the club's Constitution and By-Laws.
- Meet with incoming executive to plan for the coming year (early August) – executive meeting dates, review club Constitution and By-Laws so that all executive members are familiar with it, etc.
- Meet with incoming and outgoing membership chairs (at the same time) to discuss current position of membership numbers and membership recruitment and retention ideas and initiatives.
- Make plans to meet with your Regional Director, who is your key contact person between you and CFUW Ontario Council and National. Invite her to a club meeting or event.
- Do check that:
  - The names and positions on the club executive are on the national membership site. [www.cfuwmembership.org](http://www.cfuwmembership.org) This information will be printed on the National Directory for the coming CFUW year. Ensure that this information has been sent to your Regional Director.
  - The program speakers and special events are set for the coming year by meeting with the Program Committee.
  - The information for the Program Brochure has been compiled (to be given out at the September meeting).

- The program, current executive changes, and committee chair and convenor information is put on the Club website.
  - A plan exists to attract new members, and a membership retention plan is in place.
  - There is a strategy for club promotion within the community.
  - Advocacy initiatives have been identified for consideration.
  - Calendar for the upcoming year has been reviewed and known events included.
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- Prepare items for September newsletter – introductory info, welcome message, etc.
  - Depending when the changeover date is, make arrangements to attend the National AGM (usually in June) as well as the Ontario Council AGM (usually in May), or to send a delegate in your place to represent your club. If no one from your club can attend, provide your proxy to your RD.
  - Determine if members of the Executive or Issues Committee will be attending the Ontario Council Speaker Series/Workshops sponsored by the Ontario Council Standing Committees held in Toronto in September, November and March.