

PLANNING YOUR TFRW CLUB YEAR

Your club year actually began in December when your Treasurer sent in the dues to TFRW for the first ten members before December 31st. The January 2013 President's Newsletter is an invaluable tool for those first months you are in office. Page 14 and 17 gave you instructions and due dates for your PAC report to the Texas Ethics Commission (TEC). If your Treasurer is new they must have obtained the new software and password in order to file the report.

The following bullet points will serve as an outline for the year:

- Be sure the previous president scheduled an Internal Review of the Treasurers 2012 books.
- The forms listing the new officers must be submitted to TFRW.
- Make out a budget and have it approved by the board and membership – pages 15-16 in the Presidents newsletter.
- Be sure all the members' TFRW dues have been submitted to TFRW by March 1, 2013 and listed in alphabetical order.
- Keep track of all your campaign hours.
- Go over the requirements for the NFRW Achievement Award and the TFRW John Tower Awards. Your Awards Chairman should be keeping all these up to date. Refer to page 18 in your Presidents Newsletter for instructions.
- April 18 is Legislative Day in Austin. You should have reserved your rooms by now. Send in your checks for a table at the luncheon. Arrange to meet with your Legislators while in Austin.
- Attend the business meetings of TFRW.
- April 17, 2013 is the Belles and Boots Gala at the Bob Bullock Museum.
- May 17-18 is the NFRW Region 4 Conference in Sugar Land, Texas.
- If you do not meet in the summer months please be prepared to vote for the delegates to the NFRW Convention in Louisville, Kentucky Sept 20-23, 2013. Every federated club gets one Delegate and one Alternate.
- Turn in your forms that pertain to the awards programs.
- Be sure to have a special membership event
- Have your delegates elected for the Oct.17-19 TFRW Convention in San Antonio.
- In September read your Bylaws very carefully as they pertain to the election of the Nominating Committee. Please note the operative word is elect. The President is an ex officio member of all committees except the nominating committee. She doesn't appoint it or ask for volunteers in person or via email. The exact rules governing the nominating committee and the election of officers must be followed to the letter. Roberts Rules regards any deviation as tampering with the nominating committee and subsequent election.
- Every club must have a minimum of five meetings a year and a board meeting for every month you meet. Please make out an agenda for each meeting.
- Be sure you have a Parliamentarian.

