

STARTUP CHECKLIST FOR PRESIDENTS

Getting off to a good start

- ✓ Pray and establish prayer coverage/accountability partner
- ✓ Read the chapter in the Women's Ministry Manual for all activities and board positions prior to meeting with each board position
- ✓ Meet with each board member and address expectations, communication, goals for that individual board position for the year, etc. Be as specific as possible.
- ✓ Prior to first board meeting, meet with Chaplain Advisor to talk about aligning your vision with his mission and goals.
- ✓ Schedule first board meeting (or board retreat) and finalize your vision/mission/goals. Be careful to leave room for board input!!! You want a *shared* vision.
- ✓ Start turnover notebook (develop a plan for storing your info)
- ✓ If necessary, set up your official e-mail address for PWOC correspondence. (You may prefer that the Admin Coordinator track official email.)
- ✓ If desired, set up a personal e-mail address exclusively for PWOC business.
- ✓ Determine how you can track volunteer hours at your installation and have your Administrative Coordinator set up a system so this is done monthly at board meetings. In the Army, register yourself in VMIS at www.myarmyonesource.com, then have the rest of your board do the same. Use only one position for all to register under, "Participant of PWOC" In the Air Force, visit your Airmen and Family Readiness Center and ask if they track volunteer hours. Do not view this as "just" an administrative chore but rather as an opportunity to be a witness for serving Christ in your community. Service generates \$\$.
- ✓ Assess finances (work with Financial Liaison, if you have one, or Administrative Coordinator) – how much do you have, what is the process in your chapel?
- ✓ Pray about/schedule a one-day, evening or weekend board retreat to cement relationships and action plans over the summer/late summer before year starts. Consider having another in January to reignite vision then.
- ✓ Pray Matthew 9:35-39 and ask God to fill remaining open positions