



MISSION IS POSSIBLE

Workshop: “**Secret Intelligence to running a
STRONG CLUB**” - **HAND OUT**
(where to find stuff)

ORGANIZE, ORGANIZE, ORGANIZE!

1. **Bylaws & Procedures:**

GWR Website – Club Resources/Region Documents/GWR Bylaws

SIA Website – Resources/Membership Resources/Sample Bylaws

2. **Strategic Plan:**

GWR SC 2017 Handout

SIA Website – Resources/Membership Resources/Club Administration

3. **Officer Checklist:**

GWR Website – Club Resources/Region Documents/Officer’s Checklist

SIA Website - Resources/Membership Resources/Club Admin

Club Management Guide:

GWR Website – Club Resources/Region Documents/ Club Management Guide

4. **Plotting Your Club CALENDAR:**

GWR SC 2017 Handout

PLAN, PLAN, PLAN!

5. **Financial:**

Funding Requirements – Club Bylaws

SIA Website – Resources/Membership Resources/Club Treasurer Calendar

6. **Meetings – Agenda – Parliamentary Procedures:**

GWR Website – Club Resources/Region Documents/Club Management Guide

SIA Website – Resources/Membership Resources/Club Administration

7. **Leadership Support - Delegating:**

GWR Website – Club Resources/Region Documents/Leadership Directory

SIA Website - Resources/Membership Resources/Club Administration/Leadership Tips

8. **Identifying & Nurturing Future Leaders:**

GWR Website – Member Resources (bottom of Home page)/ Leadership Development

SIA Website – Resources/Membership Resources/ Club Administration

Golden West Region Spring Conference 2017