
RIMS Chapter President Checklist

This checklist is intended to help you as your chapter's president to manage your chapter. In addition to the daily activities of running your local chapter it is helpful to keep an eye on the bigger picture items that need to be accomplished during your term in office. Of course, the chapter president is not alone. Your chapter's board, officers, committee members and volunteers should all be prepared to play their part under your leadership.

Complete Officer Roster Update on the RIMS Web site using the Chapter Officer Update Tool

Before your board terms expire, use the online Chapter Officer Update tool to hand over the reigns. Your chapter's officer roster must be current on the RIMS Web site in order to enable use of RIMS Web site tools.

Member Needs Survey

Every year, your members should be asked for suggestions regarding programming expectations and their willingness to volunteer. A Web based survey makes this easy, and is available through RIMS chapter Web site software. Contact RIMS at chapterservices@RIMS.org for more information.

Board of Directors Retreat / Planning Meeting

Have a meeting to establish expectations for the coming year. This is the time to decide not only "what," but "how" your chapter will accomplish its primary goals of programming, recruiting, outreach, marketing, and continuity planning. Programming is one of the most valued aspects of RIMS membership. Think about specific meeting topics, speakers, and formats. Include a new board member orientation section as part of your planning meeting agenda to make sure all of your volunteers are on the same page. Finalize mission-focused teams and give individual responsibilities to those willing to help. Helpful hints on planning for your chapter can be found in the Chapter Officer's Handbook.

Board Meetings and General Membership Meetings

In accordance with the RIMS constitution and bylaws it is necessary for each chapter board to meet on at least a quarterly basis. Chapters must also hold at least four general membership meetings per year, with one being the chapter's Annual Membership Meeting. RIMS constitution and bylaws are available on the RIMS Web site.

Chapter Web Site Review

Review the RIMS Chapter Web site guidelines; look over every page on your site; and discuss your vision for the site with your chapter's Webmaster. Contact RIMS at chapterservices@RIMS.org for a Web site tutorial, if necessary.

Hold a Chapter Membership Drive

A successful chapter is a thriving and growing chapter. Make an effort to expand your chapter and recruit new members. Consider using RIMS Chapter Membership Campaign and/or the Membership Drive Handbook for ideas on how to recruit new members and retain exiting ones. For more information you can contact RIMS at chapterservices@RIMS.org.

Review your Chapter's Constitution and Bylaws

Chapter Constitution and Bylaws must be reviewed on at least an annual basis. Any changes required by RIMS will be communicated at the House of Delegates Meeting at the Annual Conference. Following the RIMS Conference, review your chapter's Constitution and Bylaws and amend if necessary. Forward an up-to-date copy to RIMS. A chapter bylaws template is available on the RIMS Web site.

Succession Planning

Volunteer recruitment is an ongoing job for the entire board. Always keep an eye out for potential volunteers and future chapter leaders. Work with your board to obtain a commitment from members who are willing to volunteer. As a board, discuss possible candidates for next year's chapter leadership. Announce your chapter's election date and oversee the election process. Take the appropriate steps to transition chapter authority to next year's board of directors.

Financial Reporting

Your chapter has a fiduciary responsibility to its members to report the financial status of the chapter to its members. Publish your chapter's financial statements in the chapter's newsletter or on the chapter's Web site on at least a quarterly basis.

As your chapter's president, you will want to be sure that these tasks are accomplished during your term. If you have any questions on RIMS and chapter leadership, please contact the RIMS Membership and Chapter Services Department at (212) 655-6041 or chapterservices@RIMS.org.