

FIMRC Executive Board Annual Transition Checklist

- ☐ Update institutional history
 - ☐ Activities calendar & steps for success
 - ☐ Communication strategies (Email, social media, newsletters, etc.)
 - ☐ Officer responsibilities descriptions
 - ☐ Contact lists
 - ☐ FIMRC HQ
 - ☐ Members
 - ☐ School advisors, student government, or other school contacts
- ☐ Review FIMRC documents & resources
 - ☐ Chaptership Terms Form
 - ☐ Chapter Manual
 - ☐ Chapter Resources webpage
- ☐ Complete [Officer Information Form](#)
 - ☐ Ensure submission of previous [Semester Report Form](#)
- ☐ Share login to all chapter accounts
 - ☐ FIMRC Chapter email
 - ☐ Social Media accounts
 - ☐ [Chapter Resources webpage](#)
- ☐ Sign up for [FIMRC Newsletter](#) (at bottom of webpage)
- ☐ Create calendar for upcoming school semester/year
 - ☐ Reviewed school calendar & signed up for important school organization dates
 - ☐ Reviewed annual chapter events & submitted necessary paperwork to repeat
- ☐ Schedule introductory meeting with FIMRC HQ advisor
- ☐ Optional
 - ☐ Post introductory profile of E-Board members on social media or through alternate communication