

Welcome to all fellow Izaak Walton League members and thank you for taking the time to participate in this webinar ...

My name is Earl Hower, IWLA Director of Chapter Relations .

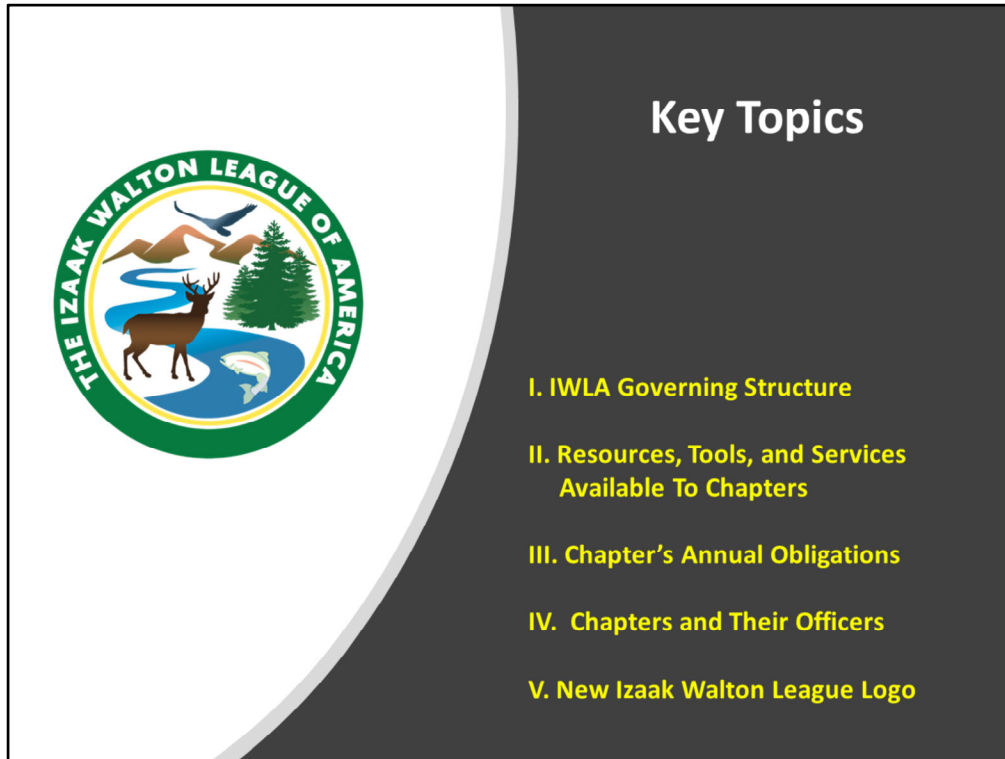
First, Janette Rosenbaum, the League’s Strategic Communications Manager, will offer some brief instructions on how you may participate and ask questions at the end of this session. Janette ?

[JANETTE SPEAK]

Thank you, Janette!

Our goal of this webinar is to provide chapter leaders with a quick introduction to:

- Our organizational structure,**
- Some of the available tools and resources,**
- And a few of your chapter’s required obligations.**



So, our presentation will follow these five outlined key topics of discussion:

- ... 1. IWLA Governing Structure ...
- ... 2 . Resources, Tools, and Services Available To Chapters ...
- ... 3. Chapter's Annual Obligations and ...
- ... 4. Chapters and Their Officers.
- ... And 5. New Izaak Walton League Logo

We will be presenting these four with our objective in mind ...

That is to help you - chapter leaders - manage chapter operations, conserve natural resources, and promote outdoor recreation.



I. IWLA Governing Structure

For IWLA Governing Structure ...

IWLA Governing Structure



Izaak Walton League of America

Mission Statement

To conserve, restore, and promote the sustainable use and enjoyment of our natural resources, including soil, air, woods, waters and wildlife.

Vision

Through the efforts of the League:

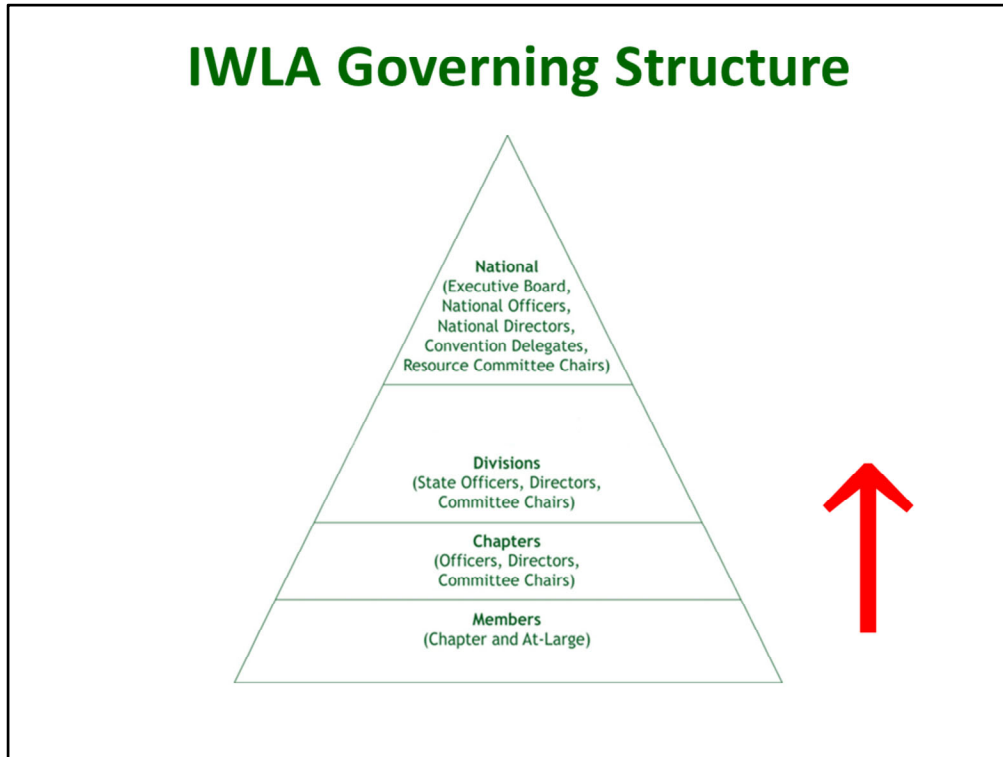
- Conservation becomes part of everyday life
- Everyone enjoys sustainable outdoor recreation
- Healthy lands and waters support thriving fish and wildlife populations

... But prior to any discussion of our organization's Governing Structure, we would be remiss not to first point out and remind all of both the Mission and Vision of the Izaak Walton League of America.

Our work to promote our mission is best supported with our 3 simple, but important, points found within our Vision, that:

Through the efforts of the Izaak Walton League's members and supporters:

- **Conservation becomes part of everyday life.**
- **While everyone enjoys sustainable outdoor recreation.**
- **And healthy lands and waters support thriving fish and wildlife populations.**

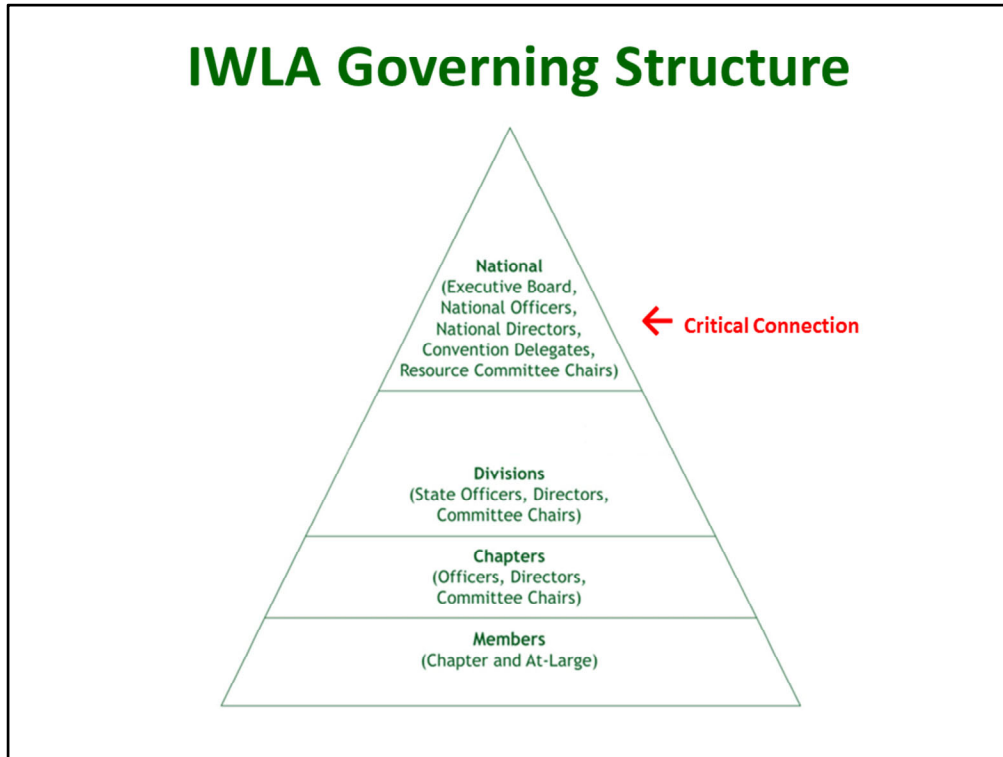


As far our Governing Structure ...

The Izaak Walton League of America is a volunteer-driven, “bottom-up” organization

that depends on its members for volunteer support, leadership, and their commitment to common-sense solutions to natural resources conservation issues that we all face today.

Simply stated ... A chapter of the Izaak Walton League is a group of members in a local area given a charter by the IWLA Executive Board in order to carry out the League’s mission locally.



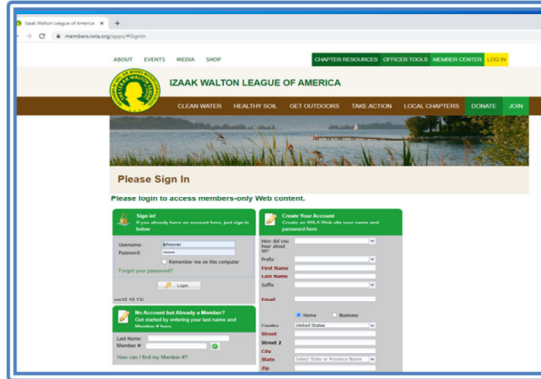
There is however one important position from this IWLA Governing Structure graphic worth emphasizing.

The relationship between the chapter and its assigned National Director – as the Chapter Liaison – is a critical connection for communications and success.

A national director also serves as a link between the state Division and certain chapters and is expected to communicate with and visit the chapter as often as possible, and be willing to assist that chapter.

Get to know your national director and keep an open dialogue with that national leader.

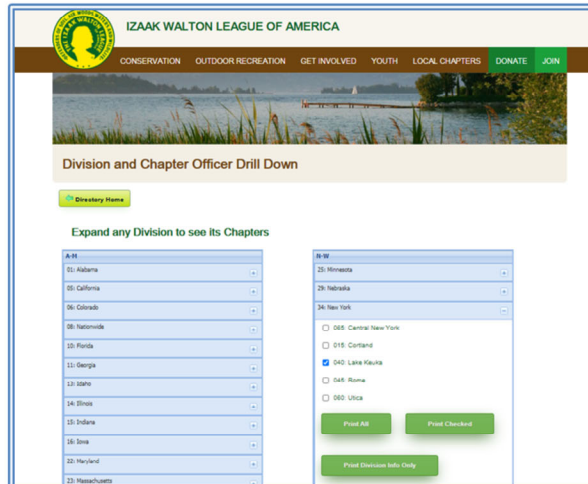
How To Find Your National Director Chapter Liaison?



www.iwla.org/officer-tools

There are two options: in either case, the first step is to login to the secure “officer tools” section of the website. Next, navigate to the menu option for the National Directory.

How To Find Your National Director Chapter Liaison?



Once there, you can opt to download then view the entire directory and page through to reach your chapter where the national director will be noted.

Or, you can go to the “custom selections” and place a check mark next to your specific chapter and you will then download to see the officers/and national director for just that chapter, no page scrolling involved.

How To Find Your National Director Chapter Liaison?

Search Online National Directory ...
For Your Chapter's Officers (Assigned National Director Listing) :

090 Des Moines		http://desmoines-ikes.com/
<i>Property:</i> 4343 George Flagg Parkway Des Moines, IA 50321		
<i>Delegate Count:</i> 4 (229 members)		
<i>President</i> Doug Pooch 1419 Utopia Court		<i>National Director Liaison:</i> Riek Cerwick
<i>Home:</i>	<i>Work:</i>	Van Meter, IA 50261
	<i>Cell:</i>	<i>Email:</i> pooch629@msn.com
<i>1st Vice President</i> Curtis Cokeley 2801 Ep True Parkway, #304		West Des Moines, IA 50265
<i>Home:</i>	<i>Work:</i>	<i>Email:</i> cwcokeley@outlook.com
	<i>Cell:</i> (515)360-7266	
<i>2nd Vice President</i> Bud Hartley 2127 32Nd St.		Des Moines, IA 50310
<i>Home:</i> (515)707-7265	<i>Work:</i>	<i>Email:</i> bud_hartley@q.com
	<i>Cell:</i> (515)274-3438	
<i>Secretary</i> Christine Curry 2801 Ep True Parkway, #304		West Des Moines, IA 50265
<i>Home:</i> (207)460-7532	<i>Work:</i>	<i>Email:</i> christineanncurry@gmail.com
	<i>Cell:</i>	
<i>Membership Dues Recipient</i> Curtis Cokeley		
<i>Treasurer</i> Richard Galloway 3100 Twana Dr.		Des Moines, IA 50310
<i>Home:</i> (515)779-6516	<i>Work:</i>	<i>Email:</i> trichmanbo@gmail.com
	<i>Cell:</i>	
<i>State Director</i> Richard Galloway		
<i>Conservation Issues Chairperson</i> Mike Delaney 6700 University Ave.		Windsor Heights, IA 50324-1641
<i>Home:</i> (515)339-0438	<i>Work:</i>	<i>Email:</i> mikedelaney1@mac.com
	<i>Cell:</i>	



Here is an example of what would come up for an opened downloaded a chapter's current officers page, including the assigned national director chapter liaison.

How To Find Your National Director Chapter Liaison?

Search Online National Directory ...

For Your State's National Directors (Contact Information Listing):

Iowa		
<i>Division President</i>		
Dale Braun	6724 Brentwood Drive, NE	Cedar Rapids, IA 52402-1542
Home: (319)573-6339	Work: Cell: (563)599-8964	Email: dakotadb@mcnhsi.com
<i>National Director</i>		
William Arnold (2026)	20300 Kruse Lane	Sherrill, IA 52073
Home: (712)676-3357	Work: Cell: (563)599-8964	Email: warnlbqe@reagan.com
Rick Cerwick (2026)	34250 Ute Avenue	Waukee, IA 50263
Home: (515)971-2921	Work: (515)244-2284 Cell: (515)971-2924	Email: rcbowhunter44@gmail.com
Jack Johnson (2024)	201 Valley View Dr.	Schleswig, IA 51461-1019
Home: (712)676-3357	Work: Cell: (712)269-0777	Email: grandmac01@iowatelecom.net
Lisa McIntyre (2026)	410 S. 3rd Street	Indianola, IA 50125
Home: (515)360-4352	Work: (515)246-6828 Cell: (515)360-4352	Email: lmcintyreiaikes@yahoo.com
Jay Samuelson (2025)	3216 SE 21st Street	Des Moines, IA 50320-1916
Home: (515)282-3487	Work: Cell: (515)240-5822	Email: jjjmsam@aol.com
Marion Striegel (2024)	2452 Plymouth Avenue	Oskaloosa, IA 52577-9141
Home: (641)673-4030	Work: (641)660-6869 Cell: (641)660-6869	Email: mrsstriegel@gmail.com
Marj Striegel (2024)	2452 Plymouth Avenue	Oskaloosa, IA 52577-9141
Home: (641)673-4030	Work: Cell: (641)660-0635	Email: coolmnm@live.com



And now to find more specifics/contact information on national directors in your state, download the online National Directors' page.



II. Resources, Tools, and Services Available To Chapters

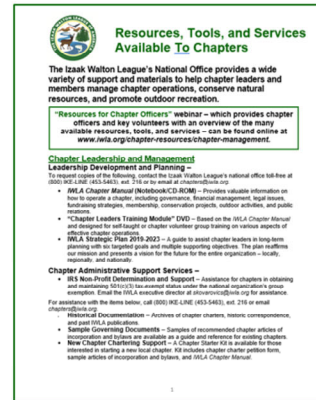
For Resources, Tools, and Services Available To Chapters ...

II. Resources, Tools, and Services Available To Chapters

- Chapter Leadership and Management
- Communications
- Conservation
- Membership
- Promotions and Marketing
- Youth

Found online at:

www.iwla.org/chapter-resources/chapter-management



... The Izaak Walton League's National Office provides a wide variety of support and materials to help chapter leaders and members manage chapter operations, conserve natural resources, and promote outdoor recreation.

This is an outline of categories that these resources, tools and services.

There is a document – shown here – with the same title found online that follows this outline in greater details. We'll show you later how to find it.

Resources, Tools, and Services Available To Chapters

Chapter Leadership and Management

Leadership Development and Planning –

- *IWLA Chapter Manual* (Notebook/CD-ROM)
- “Chapter Leaders Training Module” DVD
- IWLA Strategic Plan 2019-2023

Chapter Administrative Support Services –

- IRS Non-Profit Determination and Support
- Historical Documentation
- Sample Governing Documents
- New Chapter Chartering Support

KEY RESOURCE ***

***IWLA Chapter Manual* (Notebook/CD-ROM) and accompanying “Chapter Leaders Training Module” DVD**

ALSO NOTE **

Sample Governing Documents

It includes sample chapter articles of incorporation and bylaws. Considering some chapter bylaws may be outdated and in need of modernizing, this is perhaps a future project to consider.

Resources, Tools, and Services Available To Chapters

Communications

Publications –

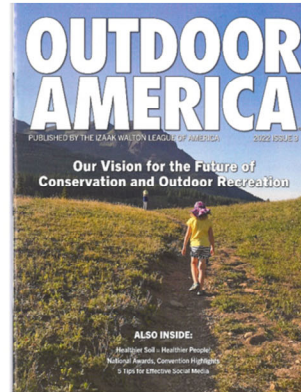
- *Outdoor America* Magazine
- *Conservation Currents* E-Newsletter
- *Ikes On Target* Newsletter

Direct Chapter Support –

- Chapter Website Development Assistance
- Chapter Social Media Assistance

Other Services –

- National Website and Social Media Feeds
- Local Media Outreach
- IWLA Promotional and Centennial Videos
- *Outdoor America* Library Subscriptions
- New IWLA Logo



Here is a list of a variety of Communications benefits and support for your chapter.

Resources, Tools, and Services Available To Chapters

Conservation

Advocacy Support –

- *Conservation Policy Handbook*
- Staff-Facilitated Advocacy
- Speaker Presentations
- Advocacy Tools

Clean Water/Save Our Streams

Water Quality Monitoring Training and Technical Assistance –

- Technical Support and Assistance
- Stream Monitor Workshop
- Trainers Workshop
- Monitor Quality Assurance Test
- Virginia Save Our Streams Training Workshop
- Creek Critters App
- How-to Videos



Remember: Conservation is our Mission!

We can provide, in several ways, the means to support your local conservation advocacy work.

As we all know, the hallmark of the League's commitment to clean water has been empowering citizens to protect and restore waterways.

We can provide you with technical support for your chapter's on-the-ground efforts. A more popular addition to this list is the Creek Critters App.

Resources, Tools, and Services Available To Chapters

Conservation

(Continued)

Clean Water/Save Our Streams

Educational Support Materials –

- Aqua Bugs App
- Clean Water Hub
- Clean Water Challenge Tool Kit
- Salt Watch Kit
- Nitrate Watch Kit 
- *Field Guide to Aquatic Macroinvertebrates*
- *Guide to Aquatic Insects and Crustaceans*
- *Handbook for Wetlands Conservation and Sustainability*



A continuation of Conservation-related resources

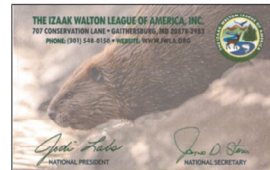
Note: Along with the Clean Water Challenge Tool Kit, and a very timely Salt Watch Kits, the newest addition to this list is the much-in-demand Nitrate Watch Kit.

Resources, Tools, and Services Available To Chapters

Membership

Supplies –

- Chapter Member Renewals
- New Chapter Members
- Membership Applications and Forms
- Member Cards
- IWLA Membership Brochures



Support and Training –

- *MDR 101: Chapter Membership Officer Manual*
- Membership Database

Through the years the membership staff have developed a wide variety of supplies and training to support your chapter's member recruitment and retention efforts ...

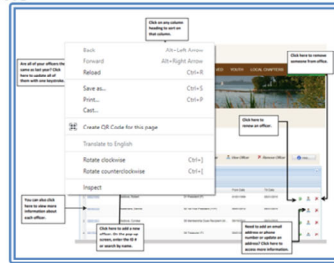
Resources, Tools, and Services Available To Chapters

Membership

(Continued)

Online Tools –

- Electronic Membership Forms
- Online Chapter Member Renewal Processing
- Online New Chapter Member Submissions
- Membership Management Webinars
- Officer Reporting
- Maintenance of Personal Data
- Chapter Roster and Data Files
- *IWLA National Directory*



Again, in summary, in an effort to ween us off of the use of too much paperwork,

We modernized the process of chapter member management with help of the Internet such as New and Renewed Member Online Processing Capabilities.

Resources, Tools, and Services Available To Chapters

Promotions and Marketing

Marketing Tools –

- Chapter Membership Brochure
- Chapter Promotional Posters
- IWLA Fact Sheet
- Chapter Locator on IWLA Website
- Loaner Membership Displays
- Custom Chapter Pop-Up Displays



Member Recognition –

- Judge John W. Tobin Chapter Volunteer Appreciation
- Defenders Chapter Achievement Award
- Other League Awards (www.iwla.org/awards)



In marketing the League’s brand and improving a chapter local name recognition, many of you have used some of these available tools:

customized brochures, promotional posters, and displays.

Also don’t overlook member and chapter and national award recognitions. Each January an Awards Mailer (such as shown here) is sent to chapter and division presidents, secretaries and designated awards chairs. Please be mindful of varying deadlines for nomination submissions next spring. Also available online at www.iwla.org/awards.

Resources, Tools, and Services Available To Chapters

Promotions and Marketing

(Continued)

Sales Items –

- Patches, Pins, and Decals
- IWLA Branded Sales Items
- Customized IWLA Chapter Caps
- IWLA Flags and Banners
- IWLA Roadside Signs
- Name Badges
- Anti-Litter Signs



Of course, we provide many League-logoed items such as patches, pins, decals, flags, plus a variety of apparel ... to name a few.

Resources, Tools, and Services Available To Chapters

Youth

Educational Support –

- Creek Freaks Program Curriculum
- *Engaging Youth In The Outdoors* Manual (Notebook/CD-ROM)
- Young Ikes Worksheets
- National Conservation Scholarships
- *Young Ikes Activity Books*
(Currently being revised)



... Likewise, we have support for your chapter's work to engage youth in the outdoors.

Resources, Tools, and Services Available To Chapters



Resources, Tools, and Services Available To Chapters

The Izaak Walton League's National Office provides a wide variety of support and materials to help chapter leaders and members manage chapter operations, conserve natural resources, and promote outdoor recreation.

"Resources for Chapter Officers" webinar – which provides chapter officers and key volunteers with an overview of the many available resources, tools, and services – can be found online at www.iwla.org/chapter-resources/chapter-management.

Chapter Leadership and Management

Leadership Development and Planning –
To request copies of the following, contact the Izaak Walton League's national office toll-free at (800) IWE-LINE (453-5483), ext. 216 or by email at chapter@iwla.org.

- **IWLA Chapter Manual (Notebook/CD-ROM)** – Provides valuable information on how to operate a chapter, including governance, financial management, legal issues, fundraising strategies, membership, conservation projects, outdoor activities, and public relations.
- **"Chapter Leaders Training Module" DVD** – Based on the IWLA Chapter Manual and designed for self-taught or chapter volunteer group training on various aspects of effective chapter operations.
- **IWLA Strategic Plan 2019-2023** – A guide to assist chapter leaders in long-term planning with its targeted goals and multiple supporting objectives. The plan reaffirms our mission and presents a vision for the future for the entire organization – locally, regionally, and nationally.

Chapter Administrative Support Services –

- **IRS Non-Profit Determination and Support** – Assistance for chapters in obtaining and maintaining 501(c)(3) tax-exempt status under the national organization's group exemption. Email the IWLA executive director at director@iwla.org for assistance.

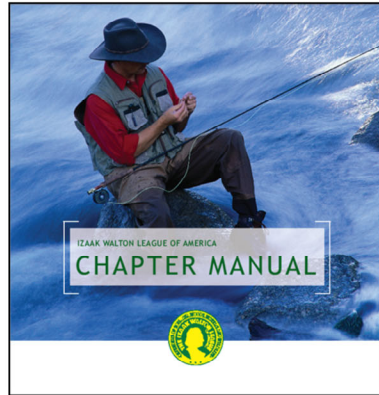
For assistance with the items below, call (800) IWE-LINE (453-5483), ext. 216 or email chapter@iwla.org.

- **Historical Documentation** – Archives of chapter charters, historic correspondence, and past IWLA publications.
- **Sample Governing Documents** – Samples of recommended chapter articles of incorporation and bylaws are available as a guide and reference for existing chapters.
- **New Chapter Chartering Support** – A Chapter Starter Kit is available for those interested in starting a new local chapter. Kit includes chapter charter petition form, sample articles of incorporation and bylaws, and IWLA Chapter Manual.

In a few slides, we will show where you can find the details to access this complete list of all “Resources, Tools, and Services Available To Chapters.”

Key References and Resources

- IWLA Chapter Manual – Notebook and PDFs on CD Rom
- Chapter Volunteer Training Module – Data DVD



Please take note of some of these two KEY and important available references and resources.

Your chapter president was issued a Chapter Manual notebook with CD Rom version in 2009.

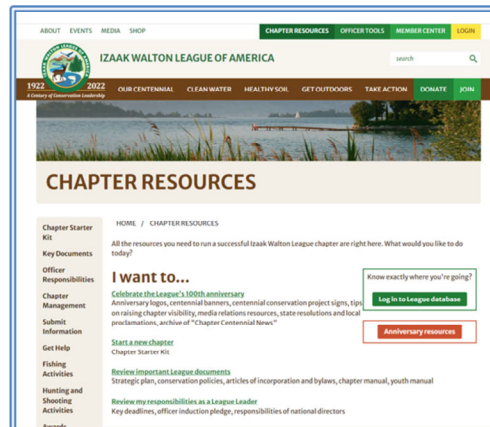
A Chapter Volunteer Training Module Data DVD was sent to the chapter 2 years later.

Additional digital copies of both Manual and Training Module are readily available upon request. Plus the manual is available online for quick references

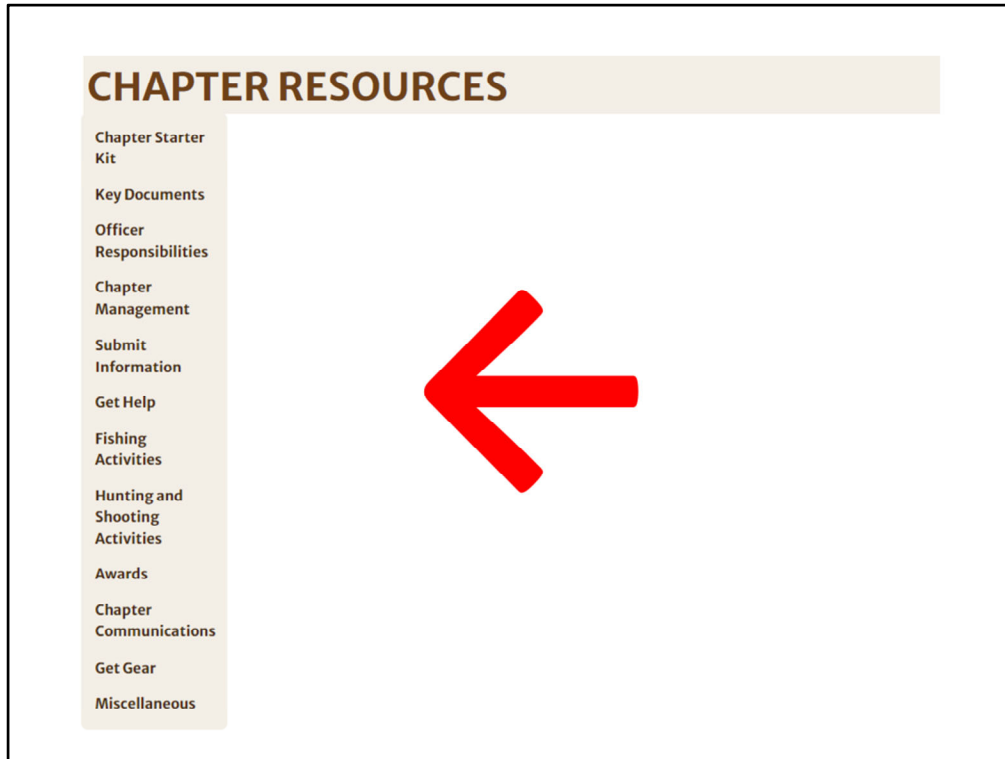
Key References and Resources

- Chapter Resources – Webpage

www.iwla.org/chapter-resources



The League's Website maintains a dedicated Webpage with valuable Chapter Resources at www.iwla.org/chapter-resources



On this dedicated Chapter Resources Webpage you will find a dozen folders or webpages with valuable information.

Key References and Resources

- Chapter Management – Webpage

www.iwla.org/chapter-resources/chapter-management



Then more specifically a dedicated Webpage with Chapter Management at www.iwla.org/chapter-resources/chapter-management

References and Resources

- “Resources, Tools, and Services Available To Chapters” – Online PDF

Chapter Starter Kit
Key Documents
Officer Responsibilities
Chapter Management
100 Ways To Recruit New Members
Submit Information
Get Help
Fishing Activities
Hunting and Shooting Activities
Awards
Chapter Communications
Get Gear
Miscellaneous

HOME / CHAPTER RESOURCES / CHAPTER MANAGEMENT

Chapter Management

Here are a few tools to help you manage your chapter more efficiently.

- Conducting Tele-Conference Meetings (PDF)**: Use tele-conferences and other e-communications as alternatives to conducting in-person meetings.
- Using Bylaws To Improve Effectiveness and Achieve Results (PDF)**: Slides from the workshop for chapter leaders at the 2019 National Convention.
- 10 Creative, Cost-Effective, Game-Winning Ways To Market Your Chapter (PDF)**: Tips for raising the visibility of your chapter in your community.
- 10 Ways To Recruit New Members: Get Ideas To Boost Your Chapter Membership**.
- 10 Essential, Effective, Manageable Ways To Recruit and Retain Members for Your Chapter (PDF)**: Strategies to get new members... and keep them.
- 10 Exciting, Engaging, Educational Ways To Attract Youth To Your Chapter (PDF)**: Ideas for engaging young people in your chapter and its good work.
- Ways To Connect with Your Members (PDF)**: Tips on improving relations with members.
- Sample Chapter Activities Plan for the Year (PDF)**: Calendar of proven tasks to help officers better manage your chapter.
- Some Possible Reasons Why People Join/Volunteer (PDF)**: For a better understanding of what motivates people to join and get involved at your chapter.
- Keep Your Chapter Healthy Checklist (PDF)**: Follow this listing to keep your chapter viable and successful.
- Leadership Transition Plan (PDF)**: Description of officer duties and how best to accommodate newly elected officers.

See a directory of all the [Resources, Tools, and Services Available To Chapters \(PDF\)](#).

Resources, Tools, and Services Available To Chapters

The Izaak Walton League's National Office provides a wide variety of support and materials to help chapter leaders and members manage chapter operations, conserve natural resources, and promote outdoor recreation.

"Resources for Chapter Officers" webinar – which provides chapter officers and key volunteers with an overview of the many available resources, tools, and services – can be found online at www.iwla.org/chapter-resources/chapter-management.

Chapter Leadership and Management

Leadership Development and Planning

To request copies of the following, contact the Izaak Walton League's national office toll-free at (800) IWE-LINE (433-5463), ext. 216 or by email at chapters@iwla.org.

- IWLA Chapter Manual (Notebook/CDS ROM)** – Provides valuable information on how to operate a chapter including governance, financial management, local issues, fundraising strategies, membership, conservation projects, outdoor activities, and public relations.
- "Chapter Leaders Training Module" DVD** – Based on the IWLA Chapter Manual and designed for self-taught or chapter volunteer group training on various aspects of effective chapter operations.
- IWLA Strategic Plan 2019-2023** – A guide to assist chapter leaders in long-term planning with the chapter's goals and mission supporting objectives. The plan reaffirms our mission and presents a vision for the future for the entire organization – locally, regionally, and nationally.

Chapter Administrative Support Services

- IRS Non-Profit Determination and Support** – Assistance for chapters in obtaining and maintaining 501(c)(3) tax-exempt status under the national organization's group exemption. Email the IWLA executive director at stoverson@iwla.org for assistance. For assistance with the forms below, call (800) IWE-LINE (433-5463), ext. 216 or email chapters@iwla.org.
- Historical Documentation** – Archives of chapter charters, historic correspondence, and past IWLA publications.
- Sample Governing Documents** – Samples of recommended chapter articles of incorporation and bylaws are available as a guide and reference for existing chapters.
- New Chapter Chartering Support** – A Chapter Starter Kit is available for those interested in starting a new local chapter. Kit includes chapter charter petition form, sample articles of incorporation and bylaws, and IWLA Chapter Manual.

... This includes an extensive, detailed listing of “Resources, Tools, and Services Available To Chapters” which can be found online.

[POINT TO tools and resources]

Here is where you can find this downloadable 8-page PDF ... The complete list that I had explained in the earlier segment.



III. Chapter's Annual Obligations

Back to our outlined agenda and for the Chapter's Annual Obligations ...

III. Chapter's Annual Obligations

- IWLA/IRS Compliance Chapter Reporting**
- Elections and Officer Reporting**
- Membership Officer/Chapter Dues
Verification Letter**

...In addition to maintaining membership records and submitting dues payments ... There is a set of three major obligations that each chapter needs to be aware of.

They are:

IWLA/IRS Compliance Chapter Reporting

Elections and Officer Reporting

Membership Memorandum Confirmation Updates

[POINT TO each above]

Chapter's Annual Obligations

IWLA/IRS Compliance Chapter Reporting

- Chapter Questionnaire
- Required Insurance
- IRS Form 990
- State Corporate Registration
- Articles of Incorporation/Bylaws

www.iwla.org/501c3

The first ... IWLA National Bylaws requires this annual chapter reporting and submission of this information.

Further of the 200 chapter, about 160 are under the national organization's IRS 501 c 3 non-profit / tax-exempt group coverage. This information is vital for us to certify to the IRS that a given chapter meet the basic charitable purpose.

Tax-exempt status is valuable to your members so their donations made, and, in part, dues paid to the chapter are tax deductible. Key to your chapter to receive donations and most grants ... and in some cases to maintain state sales tax and property tax exemption.

Chapter's Annual Obligations

– IWLA/IRS Compliance Chapter Reporting

- **Chapter Questionnaire**
 - Results of educational events, conservation projects, and outdoor recreation activities
- **Proof of Required Insurance**
 - National Bylaws
- **IRS Form 990**
 - Federal Government requirement
- **State Corporate Registration**
 - State Government requirement - Varies
- **Articles of Incorporation/Bylaws**
 - Current on file and amendments reported

These are the five (5) categories that comprise of the annual IWLA/IRS Compliance Chapter Reporting

But first

Chapter's Annual Obligations

– IWLA/IRS Compliance Chapter Reporting

- **Chapter Questionnaire**

- Results of educational events, conservation projects, and outdoor recreation activities

Looking for a summary of:

- **A chapter's educational events, conservation projects, and outdoor recreation activities**

The questionnaire distributed next year will document activities conducted in 2022.

Now in the post COVID-19 pandemic period, many of the once limited or eliminated chapter activities have since returned.

In preparation for reporting chapter activities next year, we strongly encourage you and others in the chapter to take ongoing notes and document the activities, events, meetings, and other functions in 2022.

Taking this step to prepare now will help you significantly when submitting such materials to the League next year.

Chapter's Annual Obligations

– IWLA/IRS Compliance Chapter Reporting

- **Chapter Questionnaire**
 - Results of educational events, conservation projects, and outdoor recreation activities
- **Proof of Required Insurance**
 - National Bylaws
- **IRS Form 990**
 - Federal Government requirement
- **State Corporate Registration**
 - State Government requirement - Varies
- **Articles of Incorporation/Bylaws**
 - Current on file and amendments reported

Continuing the review of categories ...

Proof of:

- **Required Insurance;**
- **Submitted Federal tax return; and**
- **Any applicable state government corporate registration – when and if required.**

Along with any recently revised version of:

- **A chapter's articles of incorporation/bylaws.**

Chapter's Annual Obligations

– Elections and Officer Reporting

Why is this so important?

Chapter's Annual Obligations

– Elections and Officer Reporting

- Newly elected/re-elected officers
- For accurate/effective future communications

It is out of necessity, that we require chapters to report their current – newly elected/re-elected – officers.

This is in order to aid in communications, as the flow of information between chapters, divisions and the national organization is critical to the success of the Izaak Walton League.

Access to the Online Electronic Interface -- for online reporting -- is available to ONLY: President and Secretary and MDRs

NOTE: MDR is short for Membership Dues Recipient *aka* chapter membership officer)

Chapter's Annual Obligations

Elections and Officer Reporting

Officer Report Form

20 -20 OFFICER REPORT FORM

MUST BE RECEIVED BY THE IFLA NATIONAL OFFICE BY AUGUST 31. PLEASE COMPLETE AND RETURN TO: IFLA NATIONAL OFFICE, 1000 EAST 17TH AVENUE, DENVER, CO 80202

NAME AND LAST NAME

DATE SUBMITTED

PHONE NUMBER

EMAIL

PLEASE PRINT

1. List all officers, whether new or re-elected. (Please type or write in block ink.)

2. Check one box in the national office and one in the district column, if applicable.

This form may be found on our Web Site at www.ifla.org.

CHECK HERE if information is the same as it appeared in the previous year's National Directory.

PLEASE PRINT NAME, PHONE AND E-MAIL OF ADDITIONAL OFFICERS

Title	Name	Member Number	Street, Apt., City, State, Zip	Home/Work Phone	E-mail
President (P)					
First Vice President (1VP)					
Secretary (S)					
Membership Development (MD)					
Treasurer (T)					
Environmental Education Chair (EE)					
Youth Services Chair (YS)					
Outdoor Ethics Chair (OE)					
Conservation Issues Chair (CI)					
Sustainability Education Chair (SE)					
Teaching with Technology (TWT)					
Health Impact Coordinator (HI)					
Media Outreach Chair (MO)					
Webmaster (WE)					
Newsletter Editor (NE)					
Membership Reporting Chair (MR)					
Health Chair (HC)					

For years we depended on paper submission with this Officer Report Form.

Initially sent/returned in the mail.

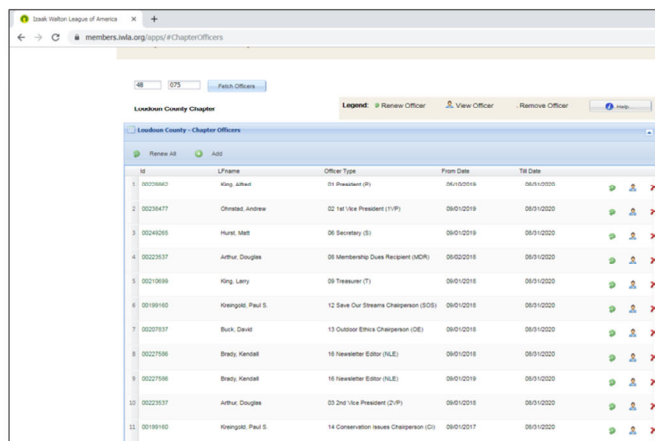
Later an editable PDF was posted online and then returned via mail or email.

Now ...

Chapter's Annual Obligations

Elections and Officer Reporting

Online Electronic Interface for Officer Reporting



The screenshot displays the 'Loudoun County Chapter Officers' page. At the top, there are filters for '48' and '075' and a 'Fetch Officers' button. A legend indicates 'R' for Renew Officer, 'V' for View Officer, and 'X' for Remove Officer. The table below lists 11 officers with their IDs, names, officer types, and dates.

ID	LName	Officer Type	From Date	To Date
00009623	King, Julian	01 President (P)	06/01/2019	06/01/2020
00226477	Onstead, Andrew	02 1st Vice President (1V-P)	09/01/2019	09/01/2020
00240265	Hunt, Matt	06 Secretary (S)	09/01/2019	09/01/2020
00229337	Arthur, Douglas	08 Membership Dues Recipient (MDR)	09/02/2019	09/01/2020
00213939	King, Larry	09 Treasurer (T)	09/01/2019	09/01/2020
00199160	Kearns, Paul S.	12 Save Our Streams Champion (SOS)	09/01/2019	09/01/2020
00207937	Bull, David	13 Outdoor Ethics Champion (OE)	09/01/2019	09/01/2020
00227596	Brady, Kendall	16 Newsletter Editor (NLE)	09/01/2019	09/01/2020
00227596	Brady, Kendall	16 Newsletter Editor (NLE)	09/01/2019	09/01/2020
00229337	Arthur, Douglas	03 2nd Vice President (2V-P)	09/01/2019	09/01/2020
00199160	Kearns, Paul S.	14 Conservation Issues Champion (CI)	09/01/2017	09/01/2020

Again, access to online reporting available only to chapter President and Secretary and MDRs

Online Electronic Interface for Officer Reporting

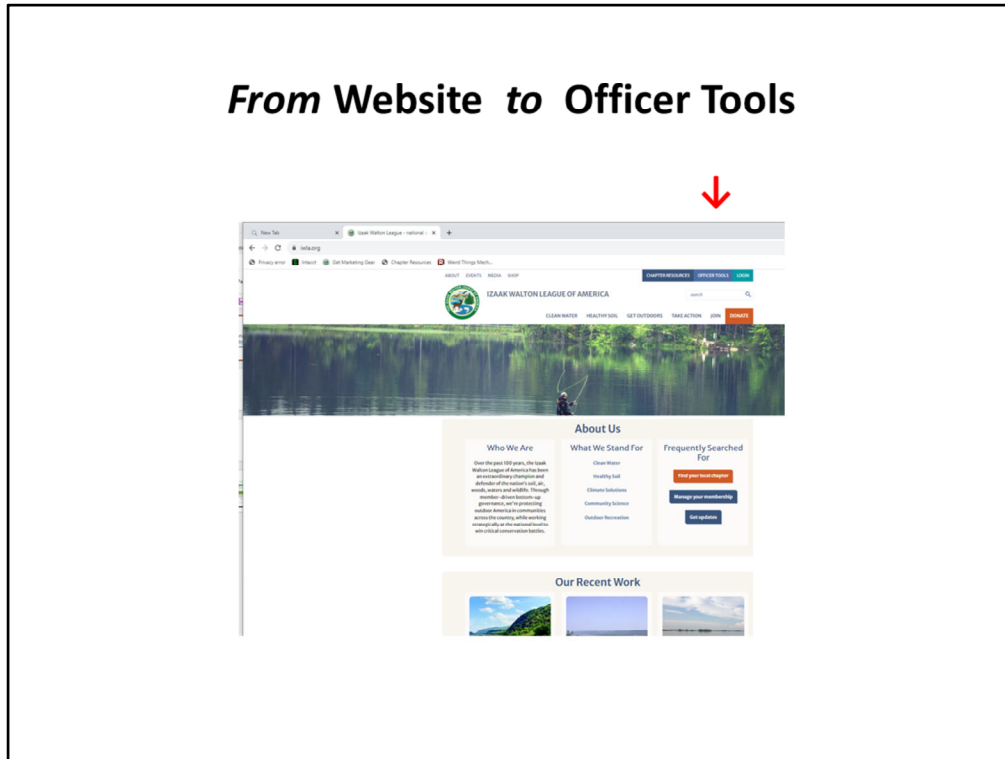
www.iwla.org

Five-Step Process ...

1. Officer Tools
2. Login
3. Chapter Leadership
4. Chapter Officer Page
5. Help Page

Let me quickly walk you through a few simple steps of the Online Electronic Interface for Officer Reporting

From Website to Officer Tools



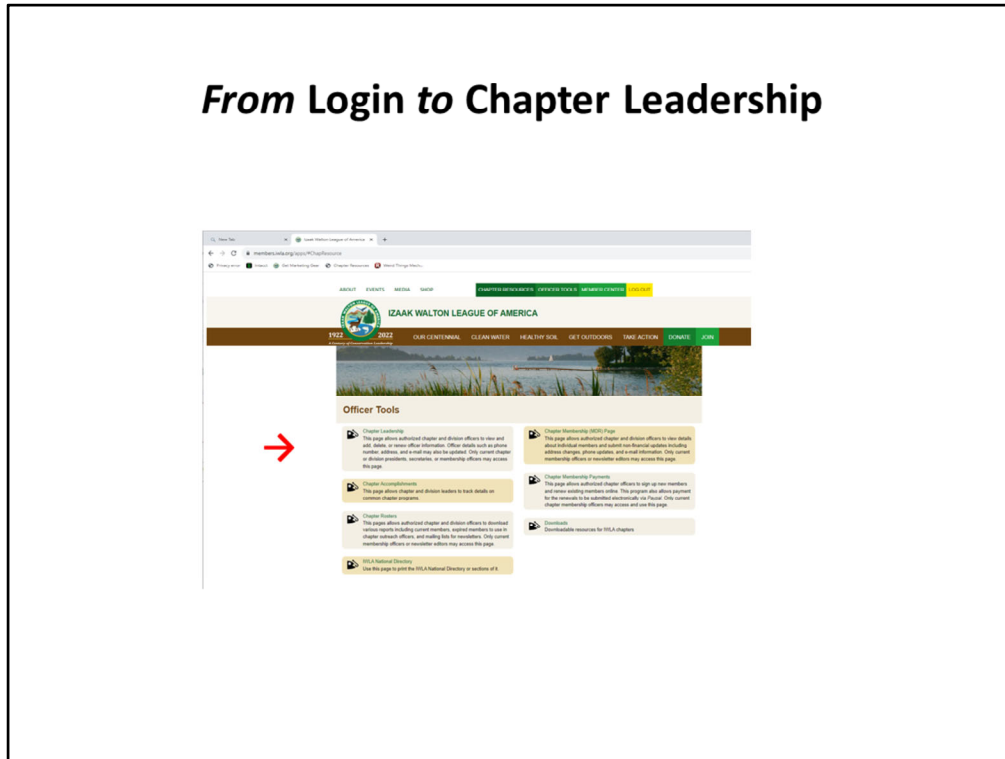
When on the League's Website, go to Officer Tools tab on upper right

From Login Access: Username & Password

The screenshot shows the Izaak Walton League of America website. The navigation bar includes 'ABOUT', 'EVENTS', 'MEDIA', 'SHOP', 'OFFICER TOOLS', and 'MEMBER LOGIN'. The 'OFFICER TOOLS' tab is highlighted in yellow. Below the navigation bar, there is a banner image of a lake and a 'Please Sign In' section. A red arrow points to the 'Sign In' form, which includes fields for Username, Password, and a 'Sign In' button. There are also links for 'Forgot your password?' and 'Create Your Account'.

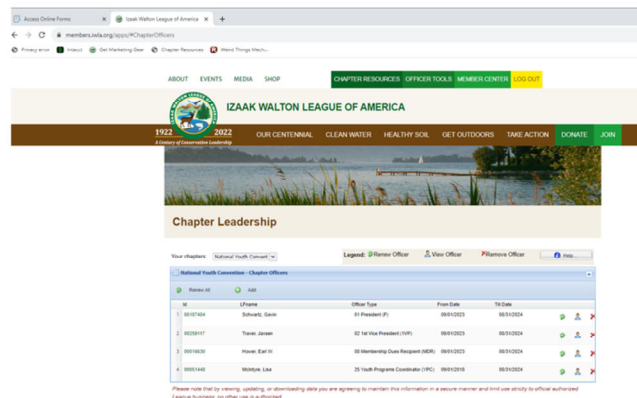
With the Officer Tools Tab opened, Login with your Username and Password.

From Login to Chapter Leadership



After the logged in ,there's menu showing a variety of options Select: “Chapter Leadership” and ...

Opens Officer's Associated Chapter



The screenshot shows the Izaak Walton League of America website. The main navigation bar includes links for ABOUT, EVENTS, MEDIA, SHOP, CHAPTER RESOURCES, OFFICER TOOLS, MEMBER CENTER, and LOG OUT. Below the navigation bar is a banner for the 1922-2022 centennial with various campaign links. The main content area is titled "Chapter Leadership" and shows a table of officers for a "National Youth Council" chapter. The table has columns for ID, Name, Office Type, From Date, and To Date. The officers listed are:

ID	Name	Office Type	From Date	To Date
0001044	Shirley, Gene	19 President (P)	08/01/2023	08/31/2024
0002017	Travis, Jason	02 1st Year President (1YF)	08/01/2023	08/31/2024
0001608	Priscilla, Earl W.	08 Membership Drive Participant (MDR)	08/01/2023	08/31/2024
0001146	Walter, Lisa	20 Youth Programs Coordinator (YPC)	08/01/2016	08/31/2024

... As either the current Chapter President, Secretary and MDR, access to this online interface will be tied to your name is the office held and you'll be able to access your chapter file and the officer records associated with your chapter.

Help for Detailed How-To Tutorial

The screenshot shows a web application window titled 'Chapter Leadership Help'. The main content area displays a table of chapter officers for 'THE ZASK WALTON LEAGUE OF AMERICA'. The table has columns for ID, Name, Address, Officer Type, Term Dates, and Action icons. Callout boxes provide instructions on how to use the interface:

- 'Are all of your officers the same as last year? Click here to update all of them with one keystroke.' (points to a checkbox)
- 'Click on any column heading to sort on that column.' (points to a column header)
- 'Click here to remove someone from office.' (points to a minus icon)
- 'You can also click here to view more information about each officer.' (points to a magnifying glass icon)
- 'Click here to add a new officer. On the pop-up screen, enter the ID # or search by name.' (points to a plus icon)
- 'Need to enter an email address or phone number or update an address? Click here to access more information.' (points to a magnifying glass icon)

ID	Name	Address	Officer Type	Term Dates	Action
1	00000001	Carlson, Robert	01 President (P)	01/01/1989 06/30/2013	⊕ ⊖ ⌕ ✕
2	00000002	Keaton, Dennis	02 1st Vice President (1VP)	06/01/2012 06/30/2013	⊕ ⊖ ⌕ ✕
3	00000003	Spencer, Rick	03 Secretary (S)	06/01/2012 06/30/2013	⊕ ⊖ ⌕ ✕
4	00000004	Carlson, Cynthia	04 Membership Desk Rep.	06/01/2011 06/30/2013	⊕ ⊖ ⌕ ✕
5	00000005	Smith, Neil	05 Treasurer (T)	06/01/2012 06/30/2013	⊕ ⊖ ⌕ ✕
6	00000006	Carlson, Robert	06 Newsletter Editor (NLE)	06/01/2002 06/30/2013	⊕ ⊖ ⌕ ✕
7	00000007	Carlson, Robert	07 Newsletter Editor (NLE)	06/01/2008 06/30/2013	⊕ ⊖ ⌕ ✕

Don't panic, as also found online is a How-to Tutorial video.

Chapter's Annual Obligations

– Elections and Officer Reporting

President • First Vice President • Second Vice-President •
Third Vice-President • Executive Secretary • Secretary •
Corresponding Secretary • Membership Dues Recipient •
Treasurer • Environmental Education Director •
Save Our Streams Chair • Outdoor Ethics Chair • Manager •
Conservation Issues Chair • Sustainability Education Chair •
Newsletter Editor • Awards Chair • Media Outreach Chair •
Shooting Sports Coordinator • Webmaster •
Youth Programs Coordinator • Social Media Chair •
Membership Marketing Chair

As a reminder ...

And not just the obvious chapter executive officers -
president, vice president, secretary and treasurer –

But we seek and will record a variety of other officers,
key committee chairs, and volunteer positions.

[EARL: EXPLAIN SOME ABOVE POSITIONS]

Chapter's Annual Obligations

**Membership Officer/Chapter Dues
Verification Letter**

The Membership Officer/Chapter Dues Verification Letter occurs annually each June and is mailed to the then-known chapter membership officer/or MDR ...

Chapter's Annual Obligations

Membership Officer/Chapter Dues Verification Letter

Will confirm and verify:

- Current chapter membership officer (membership dues recipient *or* MDR)
- Chapter's renewal mail-to address
- Annual chapter dues rates and categories

Why"? As we are seeking confirmation and updates to verify these:

- **Who is the *current* chapter membership officer? (This is for the next year's renewal billing cycle)**
- **What is the chapter's preferred renewal mail-to address? (Where does the chapter want the payment sent to is printed on invoice cards)**
- **What are current chapter annual dues rates and categories? (Chapter dues rates may change; member types could be added – such as Student, Youth and even Family)**

A timely return is requested as near the end of summer, we need to prepare, generate , print, and ship - in bulk - the next year's chapter renewal invoices . First in September. Second Billings in December. And an optional/available upon request third billing in March.

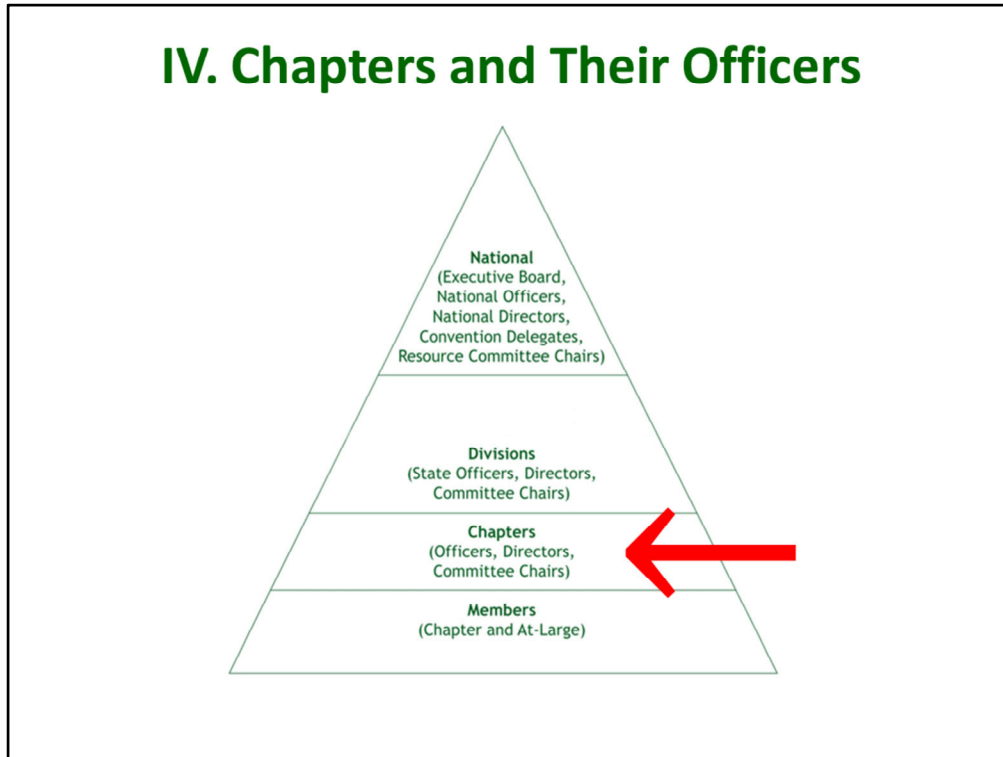
AGAIN This document goes to the "current" -- the last known, recorded -- Chapter membership officer or MDR.



IV. Chapters and Their Officers

For Number 4. Chapters and Their Officers ...

IV. Chapters and Their Officers



Again, as a bottom-up organization,

Chapters:

- Fulfill the League's mission locally in their community and
- Can have an impact in their state and regionally.

Since the League's founding, chapters have worked at the local level to conserve our environment and promote enjoyment of the outdoors.

By design – each chapter is structured with similar leadership positions, duties, and responsibilities.

Chapters and Their Officers

– Chapter Officers Duties

- Recruit new members
- Oversee and manage chapter and its assets
- Promote responsible use of natural resources
- Implement conservation projects and outdoor activities in your community
- Represent chapter's interests at state and national levels

So, your work as a chapter officer is so important

In addition to providing leadership, your duties includes to:

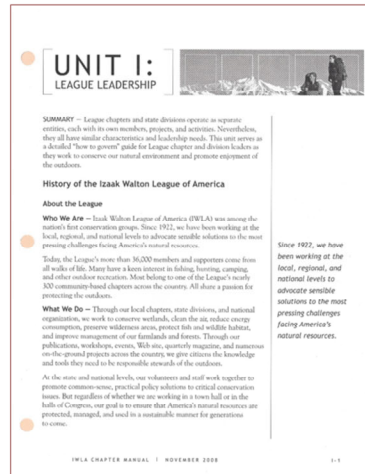
- **Recruit new members**
- **Oversee and manage chapter and its assets**
- **Promote responsible use of natural resources**
- **Implement conservation projects and outdoor activities in their community**
- **Represent chapter's interests at state and national levels**

Chapters and Their Officers

– Unit I “ League Leadership”

IWLA Chapter Manual

- A detailed guide for League chapter officers and committee chairs
- Tips on what makes for a successful chapter



More information can be found in Unit 1 of the IWLA Chapter Manual.

This section serves as a detailed guide for League chapter leaders at all levels.

And with featured tips essential to chapter success.



So, the last topic of discussion is about the League's new logo

...

The League's Old Logo



For year's the traditional busthead logo was the norm ...

The League's New Logo



However, as many of you may know by now, at the 2022 National Convention, the governing body of the IWLA approved this new logo that better identifies who we are and our conservation mission.



New Logo Availability

- Logo Graphic Files
- Roadside Signs
- Pop-Up Displays
- Table Throws
- Chapter Brochures
- Flags and Banners
- Anti-Litter Signs
- Decals
- Name Badges
- Membership Promotional Yard Signs
- Chapter Logo Template

In addition to a variety of Tee-Shirts, Oxford Dress Shirts and Caps, the League's new logo is now available on many of these items ...



New Logo Availability

- Logo Graphic Files
- Roadside Signs *Customized*
- Pop-Up Displays *Customized*
- Table Throws *Customized*
- Chapter Brochures *Customized*
- Flags and Banners
- Anti-Litter Signs
- Decals
- Name Badges
- Membership Promotional Yard Signs
- Chapter Logo Template

Some available for customization!

Regarding Customized Chapter Brochures, we still have a few available discount codes (that expire on December 31st) for 100 free copies. Send me a note to request one to Brochures@iwla.org



New Logo Availability

- Logo Graphic Files
- Roadside Signs
- Pop-Up Displays
- Table Throws
- Chapter Brochures
- Flags and Banners
- Anti-Litter Signs
- Decals
- Name Badges
- Membership Promotional Yard Signs *In 2024*
- Chapter Logo Template *Coming Soon*

Others such a Membership Promotional Yard Signs and Chapter Logo Template will be available in the near future!



New Logo Availability

Sample Chapter Logo Template



... Such an editable template (Of course, using a fictitious chapter name) for a chapter's customization and use.



IWLA Centennial Items

- Apparel, Caps , Collectables
- 100th Anniversary Photo Book

www.iwla.org/shop

Finally ,here’s a commercial plug for some items of interest!

Last year, 2022, was our hallmark year when we celebrated our 100th Anniversary.

And there’s still a limited supply of Centennial Sales Items (Whiles supplies last) available at www.iwla.org/shop

Including a historical 100th Anniversary Photo Book – the brainchild and tireless effort of longtime League staffer, Mary Rubin – that is also available for purchase online.

Chapter Centennial Fund-Raising Package



Chapters@iwla.org

Also, we still have a few Chapter Centennial Fund-Raising Package – available at the near cost – can be used to raise funds at any gathering of members, chapter banquet, wild game feast, or dinner meeting.

Send me a note for the order form to Chapters@iwla.org

**This webinar will be posted online for
future access and reference at:**

***[www.iwla.org/chapter-
resources/chapter-management](http://www.iwla.org/chapter-resources/chapter-management)***

Staff Contacts

- **Earl W. Hower**
IWLA Chapter Relations Director
(800) IKE-LINE, ext. 216 / chapters@iwla.org
brochures@iwla.org

Here is how to reach me on matters related to this “Resources For The Chapter Officer” webinar.

Additional Staff Contacts

- **Janette Rosenbaum**

Strategic Communications Manager
(800) IKE-LINE, ext. 236 / *jrosenbaum@iwla.org*

- **Mary Rubin**

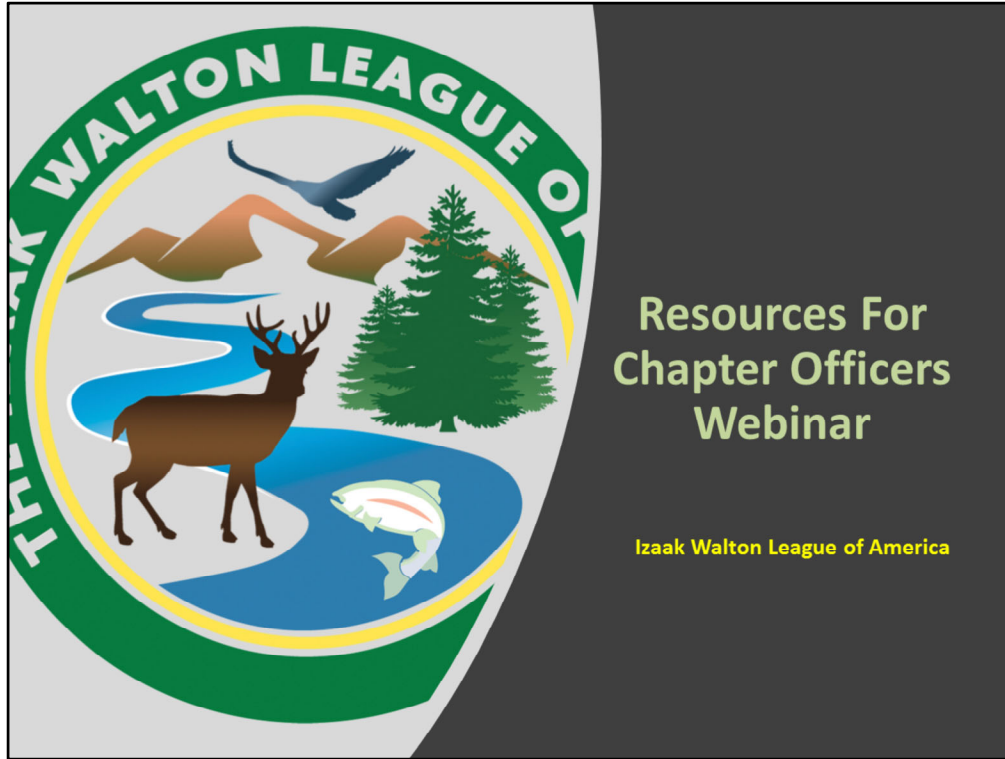
Director of Member Programs
(800) IKE-LINE, ext. 213 / *maryr@iwla.org*

Other key contacts on the League's staff include Janette Rosenbaum, Strategic Communications Manager and Mary Rubin, Director of Member Programs.

On behalf of the national staff, we thank you for giving up your time and talent to your local chapter, a state division, and the Izaak Walton League of America.



Any questions?



If no other questions ?

We thank you again for taking the time to join us today and for all that you do for the Izaak Walton League, your community and more importantly for conservation!