

NJSFWC Leadership Report Worksheet 2018

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2018 Blue Sheet)

Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2018 – December 31, 2018 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Leadership Projects”. A worksheet is provided on the reverse side of the page as well. Please share a detailed description of projects your club has completed in 2018, including the who, what, when, where and why. (No more than 2 pages.)

Projects	# of Projects	Hours	Dollars	In Kind Donations
Use the NJSFWC Manual for Club Presidents				
Nominate a club member for the GFWC Jennie Award				
Nominate a candidate for Cecilia Gaines Holland Award				
Nominate a candidate for LEADS (Leadership Education and Development Seminar)				
Other Leadership projects (See reverse side)				
	Total Number of Projects	Total Volunteer Hours	Total Dollars Donated	Total In-Kind Donations

Report Worksheet and project descriptions must be mailed to the Leadership Chairman

Postmarked no later than February 1, 2019.

Jan Hanson

2707 Bethel Avenue, Pennsauken, NJ 08109

Questions? Call or email:

609-410-4650 or hanson@aol.com

WORKSHEET FOR ADDITIONAL LEADERSHIP PROJECTS

Projects should be reported based on your club's involvement.

This list is intended as a report writing aid and projects are not limited to what appears below

Projects	# of Projects	Hours	Dollars Donated	In Kind Donations
Attend District, State, regional and GFWC events and encourage members to come with you.				
Attend Leadership Workshops				
Board Meetings (Prepare Agendas and preside)				
By-Laws (Review and/or revise)				
Conduct an Orientation/Transition meeting for all officers and chairmen each administration				
Delegates Fund to help offset the cost of attending state, region, and national meetings.				
Develop a Leadership Library by sharing the titles of books on this topic.				
Encourage members to run for a position on the Board of Directors				
Encourage members to serve on State Committees (i.e.-Convention, Fall Conference)				
Encourage participation in District Days/Contests.				
Hostess a District meeting at least once during the administration.				
Initiate meetings of volunteer organizations in the community				
Invite an expert on public speaking/leadership to a club meeting.				
Invite State, District officers to attend a club event				
Maintain a file of club members' skills, talents, and interests as a leadership resume tool.				
Mentor new officers. A mentor is someone willing to guide, support and give council.				
Nominating Committee (club)				
Obtain Leadership materials from State and GFWC Headquarters.				
Order or download the ALMANAC and share with your members				
Parliamentary Procedure and Training				
Purchase/Use NJSFWC Yearbook				
Report Writing Workshop/brainstorming session--Club				
Review, use and share materials in the GFWC Club Manual and NJSFWC Manual for Club Presidents and NJSFWC Supplements				
Utilize Procedure books for the officers, chairmen and individual projects				
Additional Projects:				
1				
2				
3				
4				
5				
TOTAL (Place these figures on side one under Other Leadership Projects)				