DELEGATING AND SHAPING NEW LEADERS
Sharing responsibilities keeps members interested and enthusiastic about your club. You might be reluctant to delegate because you want to make sure the job is done “right.” However, your way is generally only one of a variety of ways that a job can be done well. If club members are not asked to take on responsibility, they may feel unimportant and become apathetic.

Reasons to Delegate
When a leader delegates responsibilities, members:
• Become more enthusiastic, involved, and dedicated
• Share tasks, allowing the club to undertake more projects and activities
• Complete club projects in a time-efficient manner
• Develop skills and experiences that allow them to step into club leadership roles
• Grow a club that runs smoothly and effectively

Benefits to Leaders
• Not being spread too thin and “burning out”
• Gaining satisfaction from watching members grow and develop
• Acquiring more experience in executive and administrative functions

Ways to Delegate
After thoroughly explaining the requirements and deadlines:
• Ask for volunteers by a show of hands or sign-up sheet.
• Appoint or suggest someone for the task. This shows confidence in her ability and potential.
• Assign the task through a committee to take the pressure off the individual or new leader.
• Find the passion of the member and ask them to share “why” they feel so strongly about the project or program.

Guidelines for Effective Delegation
• Support members by sharing resources, information, knowledge, and plans with them. Delegate meaningful segments or portion of tasks.
• Discuss the assigned task and mutually set goals and objectives. Clearly define the responsibilities, expectations, and bounds of authority for each delegated task. Emphasize the end goal, rather than the steps, to encourage creativity and innovation, while retaining focus.
• Give accurate, honest, and tactful feedback to encourage growth.

Really delegate! As a leader, it can be hard to let go because you like being the doer, but let your appointees do their assigned jobs.

LEADER DUTIES AND RESPONSIBILITIES
In the last Newsletter the duties of the President were shared. Now let’s review the duties of the Vice President.

Next Newsletter will focus on the Secretary.

Responsibilities of the Vice President
The vice president is a vital leader to any organization as the leader who serves just below the president. This leader should be well rounded in her understanding of the plan of action and projects. In addition to other responsibilities, she:

1. Presides at all meetings in the absence or inability of the president to serve, in addition to the time the president may leave the Chair to debate a topic.

2. Assumes duties as outlined in the organization’s rules, such as, but not limited to, Membership Chairman, Program Chairman, or Dean of Chairmen.
Body Language
Diane Addante, GFWC Leadership Committee

We assume what we say is the primary aspect of face-to-face communication. Turns out our words account for about 7% of the message received. Ninety-three percent will come from things unsaid, like posture and tone of voice. Within minutes or less, others have decided how they feel about you based on your body language. Alarmingly, we are often totally unaware of the signals we send.

What makes this subject important is that body language, a typically unconscious response, often broadcasts TRUE feelings. Knowing this, it’s important to be mindful and send the message you INTEND. Mastering this requires you to be in the moment and focused on the interaction. It’s awkward at first, but with practice, it will become perfectly natural.

It is equally crucial to be able to read the cues of others. When we can, we certainly have an advantage because we understand the COMPLETE message being sent. For instance, if you’re in a meeting and you’ve proposed a great idea and during discussion, no one is looking at you – your idea is probably not going forward. Being able to read that allows us to a) add info that sells the idea or b) prepare for disappointment.

Don’t think cues matter? A couple of authors videotaped over 2,000 negotiations for a book deal and they were 100% unsuccessful when the other party had their legs crossed. Crossed legs=closed mind.

(continued)

If your audience seems disengaged, turn it around by inviting contributions to the conversation. Public Speaking Tip: If your audience is starting to slip, lean forward. It’s like taking them into your confidence and may help regain their attention.

Women, in general are far better at reading cues then men. This is handy for our protection and status as care-givers. In fact, MRI scans reveal that 14-16 of our brain areas are active during evaluation vs four to six for men. For a good first impression:

- **Use a firm, comfortable handshake.**
- **Maintain good eye contact.** Americans, on average, hold eye contact 7-10 seconds when listening.
- **Avoid touching your face.** There's a perception that people who touch their faces while answering questions are being dishonest.
- **Controlled gestures improve your credibility and studies show it helps the thought process too.**

**Bringing It All Together**

We aren’t mind readers, but we can learn a lot from another’s body language, and that’s especially true when words and body language don’t match. Knowing some of the basic cues will give you an advantage over others who aren’t receiving the whole message.

This is good as a general guide, but it’s important to remember that they won’t apply to everyone or every situation. Take particular care if someone has a different cultural background. If you’re getting mixed signals, ask questions and get to know the other person better. After all, the ability to interpret body language is a complementary skill, not a substitute for listening and understanding.

Leadership, Education and Development Seminar

A Few Quotes About The Day

I went into LEADS thinking I was not worthy and came out with new friends and a sense of belonging! Thank you!
Sandra Groves, Washington

The LEADS program reminded me that I am making a difference in my club, and collectively women with common goals can leave a mark and influence history for others who come after us. Every generation needs inspiration!
Debbie Gall, New York

In one of our talks, we were told “You’re here because someone believes in you.” That’s an inspiring thought and one I hope I can live up to. We were literally inundated with information on Everything GFWC—and also taught leadership skills that we can put to use in many areas, not only GFWC.
Meg Hebert, Louisiana

The LEADS seminar was a wonderful opportunity to further my role as a GFWC leader. The caliber of women both participants and presenters involved is a testament of our great organization.
Mary Russell, Colorado

I was sitting in a room with women from across the country, and it inspired me knowing that they are all giving up their time and talents to make a difference in our communities, our world, and together how big our voice can be! Thanks again for making our LEADS a great experience!
Megan Mitchell, Illinois

Thank you to all the Leadership Presenters and Participants!
You each are a Lollipop Moment to your GFWC Leadership Team!

Remember to post a picture of your personal lollipop moment at #ThankYouTuesday #GFWC

Thinking about a Gift for your Club Members?
Why not show your commitment to our GFWC and sign them up for Clubwoman Magazine

Surprise them with this special gift with wonderful information
You can subscribe to GFWC Clubwoman Magazine online via Marketplace or by contacting Membership Services at 202-347-3168 or toll-free at 800-443-4392. Don’t miss out on this valuable, informative publication!
UPDATED GFWC 7 GRAND INITIATIVES

1. That 1,000 clubs will do a service project on Martin Luther King Day, January 21, 2019.
   ➢ 789 Projects Done

2. That members will plant 20,000 trees on Arbor Day.
   ➢ To Date 17,811 Trees have been planted

3. That members will donate 40,000 pairs of used shoes to Soles Souls or Nike “reuse-a-shoe.”
   ➢ To Date 36,763 pairs of shoes have been donated

4. That members will donate 55,000 Dr. Seuss books by March of 2020.
   ➢ To date 50,716 Dr. Seuss books have been donated

5. That 2,500 members join the Legislative Action Center.
   ➢ To Date 1,594 members have joined since July 1, 2018

6. That members do 1,000 projects devoted to women in the military.
   ➢ To Date 799 Projects Completed

7. That 1,000 members donate $1,000 to the Capital Campaign.
   ➢ To Date 99 members, have joined

NEW 3 BRAND INITIATIVES

Brand Initiative #1 That 1,000 calls or emails will be made to United States Senators and Representatives on September 23, 2019 urging passage of Miranda’s Law H.R.2793 and S1787.

Brand Initiative #2 That 1,000 calls or emails will be made to United States Senators and Representatives on October 23, 2019 urging passage of 3D Printed Gun Safety Act of 2019 H.R.3265 and S1831.

Brand Initiative #3 That 1,000 club/states projects will be in place to celebrate the 100th Anniversary of Women winning the right to vote, August 26, 2020.

As Leaders what is your club, district, county or state doing?