



# ***GFWC Leadership Newsletter*** ***January 2020***

## **A Simple Act of Kindness** by David Harris Suggested by Sandy Phillips

A simple act of kindness  
can stop a million tears.  
A little hug  
can give so much joy.  
A letter now and then to someone  
can save so many wasted years.  
We should hold every moment precious  
and help as many as we can.

With a simple act of kindness  
every now and then,  
the world would be a better place.  
If we all cared a little more.  
imagine how many smiling faces  
would greet us at the door.  
If we extended that helping hand  
with a simple act of kindness,  
the kindness could spread across many lands.



## **Let's Talk About the Remaining LEADER DUTIES AND RESPONSIBILITIES**

### **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.

### **SECRETARY**

The secretary records the minutes of the club meetings and presents them for approval. Minutes should include:

1. Name of the Organization
2. Kind of Meeting. Note whether it is regular, annual, or special, or a committee or Board meeting.
3. Date of the meeting and location if the club does not have a regular meeting place.
4. Whether the president and secretary are present or their substitutes.
5. Whether the minutes of the previous meeting were approved by a committee or at the meeting.

## Secretary Continued

6. Information from the treasurer's report: balance on hand at the last report, total receipts since that date, total disbursements since the last date, and the current balance on hand.
7. Only the highlights of reports given orally. If written reports are received, record which were received and that a copy is attached to the minutes.
8. Contain only a record of what is done and not what is said. Do not include personal comments, complimentary or otherwise.
9. All main motions that are not withdrawn should be noted. Indicate whether they were adopted or lost. Include the count when votes are counted. A vote by general consent must be recorded.
10. All Points of Order and Appeals are included whether sustained or lost.
11. All other motions that were not lost or withdrawn are noted.
12. Name of the person making the motion, but not the name of the person seconding the motion.
13. When an election takes place, include a full report of all votes cast as shown by the teller's report.
14. Names of new members and those who resign or forfeit membership.
15. Time of adjournment.
16. The minutes are signed: "Jane Doe, Secretary" and never "Respectfully Submitted."

18. After the minutes are approved, write the word "Approved" together with the date and secretary's signature at the bottom of the page.

## TREASURER

The treasurer has custody of all money that is maintained in a bank account in the club name. Additionally, she collects dues, pays out funds upon approval by the club or budget, keeps itemized accounts, prepares the treasurer's report for business meetings and an annual budget, and any other duties as listed in the bylaws or standing rules. The treasurer must maintain up-to-date records and balance the financial records each month with the bank statement.



## Emotional Intelligence (EQ)

By Diane Addante

In 1995, psychologist Daniel Goleman introduced us to EQ in the book: *Emotional Intelligence, Why it Can Matter More than IQ*. It addressed questions like: Why are some smart people unsuccessful? Why do some excel at managing others and some struggle? Mr. Goleman suggested that EQ was the answer.

EQ is the ability to assess the emotions of yourself and others and understand how you affect those around you. It has been said that emotional intelligence is the key to personal and professional success. High EQ is a goal for effective leadership.

17. Corrections should be inserted in the margin with a carefully drawn line around or through the subject corrected.

Emotional Intelligence (EQ) continued  
**Key Characteristics of EQ**

**Self-Awareness** - How accurately can you assess your emotions? Most of us rarely think about how we respond to situations, how we come across, or how others respond to us. It may be uncomfortable, but seeking honest feedback enhances self-awareness.

**Self-Regulation** – This is the ability to control your emotions. Consider the following:

- When you get an irritating email, do you write back right away?
- Do you sometimes find yourself regretting how you handled a situation, wishing you had been calmer and more poised?
- Do you lose patience or rush others?

If you said yes to any of these questions, you may be in the habit of **reacting** rather than **responding**. You react from the emotional part of the brain. You respond from the rational part of the brain, which usually works out better. Learning what triggers reactions will help us respond instead.

**Motivation** - People with a high EQ are willing to defer immediate results for long-term success.

**Empathy** – Those with high EQ are able to see the world through the eyes of others.

**Social Awareness** - People with high EQ help others shine.

**So that's the theory – what does**

**Emotional Intelligence look like in real life?**

**1. You think about feelings.**

You ponder questions like:

**2. You pause.**

Stop and think before you speak or act. Pausing prevents making a permanent decision based on a temporary emotion.

**3. You strive to control your reactions.**

You don't have much control over the emotions you experience in each moment. But you can control how you react.

**4. You benefit from criticism.**

Nobody enjoys negative feedback. But criticism is a chance to learn.

**5. You show authenticity.**

You say what you mean, mean what you say, and stick to your values and principles above all else.

**6. You demonstrate empathy.**

Empathy isn't about agreement. It's about striving to understand. Nothing is more motivating to others than being understood.

**7. You praise others.**

All humans crave acknowledgement. When you commend others, you satisfy that craving and build trust in the process.

**8. You apologize.**

It takes courage to say you're sorry. Apologizing doesn't always mean you're wrong. It *does* mean valuing relationships more than your ego.

- How does my current mood affect my thoughts and decision making?
- What's going on under the surface that influences what others say or do?

Reflection can promote responding vs reacting.  
**Emotional Intelligence (EQ) continued**

### 9. You keep commitments.

Make a habit of keeping your word--in things big and small--you then develop a strong reputation for reliability

### 10. You help others.

To positively impact others--help them. Your willingness to get in the trenches and work alongside them will inspire others to follow your lead.

There is a test available at [psychologytoday.com](https://www.psychologytoday.com) to help identify strengths and weaknesses in EQ and the feedback is helpful.

<https://www.psychologytoday.com/us/tests/personality/emotional-intelligence-test>

Emotions are wonderful, tune into them for important information. "Follow Your Instincts" and "Trust Your Gut" are all tributes to emotion. In Leadership and Life, dealing with emotions intelligently may be the utmost predictor of success.

Sources: Cio.com.au--"Characteristics of Emotion Intelligence" by Darren Horrigan, 6/24/11; pascoaching.typepad.com--"Mindset of Success" by Larina Kase, 10/13/08; Inc.com--"15 Signs You Are Emotionally Intelligent" by Justin Barriso, 8/25/16; Mindtools.com--"Developing Emotional Intelligence" Video; psychologytoday.com

## LEADERSHIP ADVANCEMENT AWARD ENTRIES "DO" SUGGESTIONS

- ✚ **Do** submit your Leadership Entry using the GFWC State Award Entry Cover Sheet.
- ✚ **Do** include the name of the Club, how many members are in the Club, how many members participated in the Leadership project, hours spent on the project, money raised/donated, and any in-kind donations and description of project for each of your 10 Club projects.
- ✚ **Do** name an organization that a Club is working with on a Leadership project. If it's a local organization, give a brief description of it.
- ✚ **Do** submit a Leadership State Award Entry even if you have described your 10 Club projects and didn't fill two pages; that is fine. Club projects are judged on impact, not on the number of words used to describe the project.
- ✚ **Do** submit your Leadership State's Award Entry, which should include a GFWC State Award Entry Form, up to two pages listing the 10 Club projects and one additional page describing the activities at the State level organized by the State Federation or Chairman, to Henri Belcher-Stack by March 15, 2020. Email by midnight or postal mail postmarked on or before March 15, 2020.

Thank You For YOUR Federation Service,

Henri Belcher-Stack  
[hstack@aol.com](mailto:hstack@aol.com)  
 75 Sioux Drive  
 Millsboro, DE 19966

## 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 Tress 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?**