

**LEADERSHIP SUPPLEMENT 2020-2022**  
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**USE THE NJSFWC MANUAL FOR CLUB PRESIDENTS TO:**

- Follow the annual and monthly check lists of procedures for the President.
- Run club meetings correctly and efficiently. As the President presides, she is teaching by example.
- Prepare an agenda. Give a copy to the club officers, so that they can follow along as the meeting proceeds.
- Develop procedure books for the President, each officer, all department chairmen and for each individual project and fundraiser. Update the procedure books throughout the club year by recording what is done, when it is done and all contact information. If a member can be shown a procedure book when she is approached to fill a position, she will be much more likely to accept the position.
- Learn how to delegate and motivate your members.
- Conduct an Orientation/Transition meeting for all officers and chairmen at the start of the administration. This meeting should include all incoming and outgoing officers where outgoing officers provide outlines of job descriptions, tips and tricks to the incoming officers. Provide the incoming officers with a forum to ask questions.
- Educate your members on the proper way to process a motion. Review basic Parliamentary Procedure at a club meeting or in the club newsletter.
- Invite State, District officers and other District club presidents to attend a Federation Day, club anniversary, fund raiser or a club meeting.
- Evaluate responsibilities of officers and chairmen every year, to determine if changes are needed.

**CLUB**

- Invite the NJSFWC Regional Training Team to make a presentation at a club meeting.
- Establish and maintain a file of club members' skills, talents and interests as a leadership resume tool.
- Purchase a state yearbook for your club. (Cost is \$30, if mailed \$35). Encourage your members to purchase a state yearbook. Become familiar with the information it contains and share it with your members in newsletter and at meetings.
- Encourage members to sign up to receive the E-Connection at [njsfwc.hq@gmail.com](mailto:njsfwc.hq@gmail.com). For those who don't have internet access share the E-Connection sent every Wednesday to keep members informed about upcoming federation events.
- The President receives information from state mailings and handouts from state chairmen. It is VERY IMPORTANT that this information is distributed to the appropriate club members.
- The GFWC Club Manual and NJSFWC Supplements contain information to assist club community service program and committee chairmen with their projects. Copies of the information should be made by the President and given to the appropriate chairmen.
- The club will receive complimentary copies of the NJSFWC ALMANAC, which is mailed to the club president but is meant to be shared with all members. Make photocopies of the ALMANAC and distribute the articles to the proper chairmen in the club. Encourage your Federation Secretary and other members to subscribe to the ALMANAC or download it from the NJSFWC website.
- Ask one member to read the GFWC Clubwoman magazine and report on interesting information at the next club meeting. One complimentary issue is sent bimonthly to each club president; a subscription form can be found at [www.gfwc.org](http://www.gfwc.org) and members are encouraged to subscribe.
- Encourage members to subscribe to GFWC News & Notes, which is a free email newsletter sent weekly.
- Provide regular opportunities for members to practice leadership skills. At each meeting, ask a different member to read and share information from the ALMANAC, to greet members at the door, offer a thought for the day, or act as a host for prospective members or guests.
- Invite an expert on public speaking to a club meeting.
- Give new members a job. It will help them get to know other members and will give them a reason to attend meetings.

- Use past officers to mentor new officers. A mentor is someone willing to guide, support and give council. Pair experienced members with newer members for chairmanships.
- Schedule a brain storming session to write club reports so all members participate.
- Contact the NJSFWC 1<sup>st</sup> Vice President for details on the application process for GFWC's national Leadership Education and Development Seminar (LEADS), designed to identify and train future Federation leaders. Encourage members of the club to apply.
- Initiate meetings of volunteer organizations in the community. Utilize these meetings as a way to network and support community projects. Encourage members to represent your club on community coalitions, boards, councils and in other organizations.
- Develop a Leadership Library by sharing the titles of books on this topic.
- Review and use materials in the GFWC Club Manual which can be found online at [www.gfwc.org](http://www.gfwc.org).

### **DISTRICT**

- Attend District Councils and encourage members to come with you. Invite a new member to attend a District Council Meeting. Councils are open to all members. Ask several members who attended a Council Meeting to report on the meeting at your next club meeting.
- Encourage members to accept District positions.
- Volunteer to hostess a District meeting at least once during the administration.
- Invite the District Vice President to attend a club meeting once during the administration or ask her to install your new members.
- Encourage participation in District Days/Contests.

### **STATE/GFWC**

- Attend Leadership workshops offered to all members throughout this administration by the Regional Training Team (consult the ALMANAC, NJSFWC website and E-Connection for upcoming seminars)
- Encourage members to attend State events and to serve on State Committees, such as Convention and Fall Conference. Encourage members to serve as pages and ushers at Convention.
- Encourage members to run for a position on the Board of Directors, or to request an appointment to the Board.
- Nominate a candidate for Cecilia Gaines Holland Award by submitting her name, address and a resume listing her civic activities and accomplishments to the Cecilia Gaines Holland-Margaret Yardley Chairman
- Obtain Leadership materials from State and GFWC Headquarters. Order and use GFWC Club Leadership Responsibilities Guide, GFWC Creating Effective Club Meetings Guide and GFWC Making Successful Appointments Guide from the GFWC Marketplace online.
- Develop a "Delegates Fund" to help offset the cost of attending state, region, and national meetings.
- Nominate a club member for the GFWC Jennie Award. See GFWC Jennie Award in the Special Projects section of the GFWC Club Manual for more information.

**Review the 2020-2022 GFWC Club Manual – Leadership Section for additional project ideas and resources.**