

NJSFWC Leadership Report Worksheet 2021

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2021 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2021– December 31, 2021 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 2021, including the who, what, when, where and why. (No more than 2 pages.) Do not send photo's.

Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Use the NJSFWC Manual for Club Presidents				
Nominate a club member for the GFWC Jennie Award				
Attend NJSFWC Virtual Convention # Members				
Attend Member/Leadership Convention Workshop #_ Members				
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 be judged to the Leadership Chairman

Reports may be emailed, but will be used for statistical purposes only

Postmarked no later than February 1, 2022.

Shirley Holly

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Questions? Call or email:

609-489-1183 or holly@njsfwc.org

Projects	# of Projects	Hours	Dollars Donated	In Kind Donations
Attend District Councils and encourage members to come with you.				
Attend State Fall Conference				
Attend GFWC MAR Conference				
Attend GFWC Convention				
Attend Leadership Workshop				
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.				
Member serves on the Board of Directors # _____				
Members serve on State Committees (i.e.-Convention, Fall Conference)				
Members serve as a District Chairman # _____				
Hostess a District meeting at least once during the administration.				
Initiate/ attend 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-State				
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				
Learn/teach members how to use technology for meetings/events				
Utilize Procedure books for the officers, chairmen and individual projects				
Additional Projects:				
1				
2				
3				
4				
TOTAL (Place these figures on side one under Other Leadership Projects)				