

NJSFWC Leadership Report Worksheet 2022

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2022 Blue Sheet)

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

Indicate the projects your club members have supported from January 1, 2022– December 31, 2022 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 2022, including the who, what, when, where and why. (No more than 2 pages.) Do not send photos.

| Projects | # of Projects | Volunteer Hours | Dollars Donated | In Kind Donations |
|--|---|--------------------------------------|--------------------------------------|------------------------------------|
| Review, use and share materials in the GFWC Club Manual and NJSFWC Manual for Club Presidents and NJSFWC Supplements | | | | |
| Attend State Fall Conference # members | | | | |
| Attend NJSFWC Convention # Members | | | | |
| Attend LEADS Workshop # Members | | | | |
| Distribute and Utilize the monthly ALMANAC | | | | |
| Purchase/Use NJSFWC Yearbook | | | | |
| 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.

Emailed reports will be used for statistical purposes only.

Postmarked no later than February 1, 2023

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Questions? Call or Email: 973-219-1794

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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 Councils and encourage members to come with you. | | | | |
| Attend GFWC MAR Conference | | | | |
| Attend GFWC Convention | | | | |
| Board Members: List positions on narrative (hours) | | | | |
| Board/Club 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 | | | | |
| Nominate a candidate for GFWC L.E.A.D.S ((Leadership Education and Development Seminar)) | | | | |
| 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. | | | | |
| Parliamentary Procedure and Training | | | | |
| Report Writing Workshop-State | | | | |
| Report Writing Workshop/ brainstorming session--Club | | | | |
| 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. | | | | |
| 5 | | | | |
| TOTAL (Place these figures on side one under Other Leadership Projects) | | | | |