

LEADERSHIP SUPPLEMENT 2024-2026

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GFWC Club Connection Initiative: Training New Leaders

Be proactive and develop a comprehensive plan for training and equipping potential new leaders over time. Develop a succession plan and arrange succession sharing as new leaders assume responsibilities. Build skills and experience and prepare potential leaders for success.

UTILIZE THE NJSFWC MANUAL FOR CLUB PRESIDENTS

- Follow checklists for monthly and annual procedures
- Develop procedure books for each officer, all department chairmen, committees' projects and fundraisers. Update as needed.
- Conduct an Orientation/Training meeting for officers and chairmen at the start of a new administration. Hold a team planning meeting for the new officers, share the responsibilities for each office, discuss the status of activities, and develop a preliminary plan for future projects. By engaging these leaders in understanding their duties and in developing plans, you will help build their understanding and skills. Evaluate responsibilities of officers and chairmen, every year, to determine if changes are needed.
- Invite a speaker to present a Parliamentary Procedure Workshop at a club meeting. Educate your members on the proper way to process a motion.

CLUB LEADERSHIP

- Invite the NJSFWC State Leadership Chairman to a club meeting to present information about leadership.
- Purchase a state yearbook for your club. Contact NJSFWC HQ for further information.
- Information from NJSFWC mailings and handouts should be shared with the appropriate club members. This includes the NJSFWC ALMANAC.
- Ask a member to report information from the GFWC CLUBWOMAN Magazine which appears on the GFWC website.
- Encourage members to subscribe to GFWC News and Notes and NJSFWC e-Connection.
- Include new members in some leadership task. Pair newer members with more experienced members, such as co-chairmen.
- Pull members together from time to time to reflect on progress and needs and to consider next steps or necessary changes to accomplish the goal.
- Conduct mini-leadership presentations to help members gain a better understanding and develop new skills.
- Initiate meetings of other volunteer organizations in the community. Network and support community projects.
- Encourage members to represent your club on community coalitions, boards, councils and in other organizations. Remind them they are representatives of your club.

DISTRICT LEADERSHIP

- Attend District Councils and encourage members to attend with you. Councils are open to all members. Ask members who attend Council Meetings to report at your next club meeting.
- Encourage members to accept District Chairmen positions and committees.
- Invite the District Vice President to attend a club meeting. Ask her to install new members or officers.
- Invite State, District and other District club presidents to attend a club Federation Day, club anniversary, or a club meeting.
- Encourage your members to attend District Days and District Contests (Achievement Days, Performing Arts Contests, etc.)

STATE LEADERSHIP

- Attend leadership workshops offered by NJSFWC throughout the administration.
- Encourage members to attend State events and to serve on State Committees, such as Convention and Fall Conference.
- Encourage members to run for a state position or request a state appointment.
- Develop a 'Delegates Fund' to help offset the cost of attending state, region, and national meetings.

Review the 2024-2026 GFWC Club Manual – Leadership section for further ideas and resources.