

LEADERSHIP PROJECT IDEAS 2026-2028

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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 the procedure books throughout the club year by recording what is done, when it is done and all contact information.
- Conduct an Orientation/Training meeting for officers and chairmen at the start of a new administration. Include all incoming and outgoing officers. Be sure to include outlines of job descriptions and tips for incoming officers. Provide the incoming officers with a forum to ask questions.
- Hold a yearly club planning meeting for the new officers to discuss the status of activities and develop a preliminary plan for future projects. 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 and follow an agenda for committees/

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. Become familiar with the information it contains and share it with your members in your club newsletter and at meetings.
- Always share information from NJSFWC mailings, handouts and the NJSFWC ALMANAC. All these resources will help members gain insight to the larger organization.
- Educate club members in using the NJSFWC website, especially the Materials section. Guide members in using the Project Ideas section for inspiration and resources.
- Encourage members to subscribe to NJSFWC e-Connection and GFWC News and Notes.
- Include new members in some leadership tasks. Utilize co-chairmen by pairing newer members with more experienced members.

- Conduct mini-leadership presentations to help members gain a better understanding and develop new skills.
- 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.
- 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.
- Initiate meetings with 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.
- Schedule a brainstorming session to write club reports so all members participate.
- Mentor new leaders by supporting them with suggestions and encouraging them to participate in state and district activities and projects, such as the Day of Service program.

DISTRICT LEADERSHIP

- Attend District Councils and encourage members to attend with you. Challenge your members to come to the Councils and report to your members at the 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 your club's Federation Day, club anniversary, or a club meeting.
- Encourage your members to attend and participate in District Days and District Contests (Achievement Days, Performing Arts Contests, etc.).
- 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 or your new officers.

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.
- Ask members to consider applying for the GFWC LEADS Program. Consult the NJSFWC website for more information and an application.

- Participate in the NJSFWC Carol J. Sas Award. Report forms are on the NJSFWC website and are due to the NJSFWC Leadership Chairman.

Review the 2026-2028 GFWC Club Manual – Leadership section for further ideas and resources.