



GFWC Reporting:

GFWC Advancement – Leadership

Did your club do any programs or project pertaining to the following that can be reported in the Leadership Advancement Narrative?

ACTIONS:

- Conducting Club Surveys:
 - Used the **SWOT**(Strengths, Weaknesses, Opportunities, Threats) Analysis Template
 - Used the **Strategic Plan Survey (S.M.A.R.T.)**
 - Used **Club Leadership Worksheet**
 - Used the **Sample Club Project Plan**
 - Conduct a Personality Style Inventory
- Programs on:
 - Public Speaking Pointers
 - How to prepare, structure, and deliver a presentation
 - How to incorporate equipment and technology in a presentation
 - Time Management
 - Communication Skills
 - How to avoid club conflict
 - Importance of delegating
- Information on LEADS
- Parliamentary procedures are highlighted at each meeting to insure that meetings run smoothly without conflict.
- Members were given information on the responsibilities of individual offices and chairmanship available at the club level.
- Orientation on the organization of GFWC
- Members receive information about the structure and history of GFWC, bylaws, policies and procedures of the club and parliamentary procedure in making a motion.
- Members are given note sheets to record their volunteer work and hours to insure that their contributions would be reported at the end of the year.
- Board meetings are held for planning of monthly meetings.
- Individual personal leadership skills are enhanced by asking each person to chair a program/project; assume a leadership position; or be responsible for an activity at a meeting.
- Members are encouraged to start out in co-chair positions if they do not want to assume the responsibility alone.
- Copies of the officers and chairmen job descriptions are given to and explained to members
- Dollars for Delegates funds are available for members to help defray costs of meals at state and district conventions for members.
- Club officers/chairmen notebooks are kept and passed on to new officers/chairman
- Transitional meeting between current and new board.

- What portion, if any, are Club president's expenses (registration, meals, travel, hotel) are totally paid for when attending and district or state meeting?
- What do club members currently hold at the following state, district, region or international level?
- How many members attended the district, state, region and international meetings?
- How many members attended leadership workshops?
- What types of committees are available for member involvement?
- How do you conduct your report writing activity?