

# Leadership Program

OBJECTIVE: Support club, district, state, and national leadership efforts with ideas, resources, and tools to assist all members in developing their leadership skills

## ACTION PLAN

Bottom-up or top-down, leadership involves taking risks, being innovative, and promoting new directions. While some may talk about being born leaders, most of us have to learn it. Anyone can become a leader by developing a clear and compelling vision; establishing attainable goals; providing—and being provided with—encouragement and appreciation; behaving with an entrepreneurial spirit; and pursuing training and education.

- o Hold a retreat for club members to discuss the club's vision for the future and develop a strategic plan for achieving that vision. During this time, identify, and develop a clear, concise, and shared meaning of values, priorities, and direction so every member can contribute.
- o Using the club's vision and strategic plan, develop realistic and obtainable goals in a defined time frame. For example, if part of your club's vision is to become known in the community for furthering the education of women, set a goal of funding an annual scholarship for this purpose.
- o Set an example or use more direct influence skills to get people on board. Setting the example is probably the most important leadership skill. It is the most effective way to show others the proper way to conduct themselves, and is even more effective than verbal communication. One way to think about setting the example is to imagine yourself as part of a group and think about how you would like your leader to act.
- o Encourage communication and GFWC pride via subscriptions to *GFWC Clubwoman*, GFWC's e-newsletter, and other GFWC publications.
- o Establish and maintain an index file of club members' talents, skills, and interests as a leadership resume tool. Most volunteers are asked to volunteer, and everyone likes to be recognized for the skills and experiences that they bring to the club.
- o Encourage participation in the GFWC Jennie Award (See GFWC Jennie Award)
- o Using the GFWC Club Manual as a guide, further develop club management tools to include clubs' bylaws, calendar, budget, officer, and chairmen procedure books with activity timelines, previous years' reports, and club newsletters.
- o Order and use the GFWC Leadership Toolkit and 50 Nifty Leadership Tips, available from the GFWC Marketplace ([www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace)).
- o Build a club leadership lending library with materials such as books, DVDs, videos, websites, and other resources on leadership development, and encourage members to use it.
- o Dedicate at least one meeting per year to leadership development for members. Suggested topics include: parliamentary procedure, public speaking, conflict resolution, and strategic planning. Seek speakers or presenters with backgrounds in leadership training from local colleges or universities to conduct or moderate the meetings.
- o Establish a mentoring program in your club. Experienced leaders can identify, guide, and assist potential and less-experienced club leaders.
- o Review information regarding GFWC LEADS (Leadership, Education, And Development Seminar) in the GFWC Club Manual and contact your state federation for



**"YOU GAIN STRENGTH, COURAGE, AND CONFIDENCE** by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do." *GFWC notable clubwoman Eleanor Roosevelt*





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information regarding your state's application process. Encourage local club members to apply.

- o Support members' attendance at district, state, region, and national GFWC meetings, conferences, and conventions, and permit time for members who do attend these events to share their experiences.
  - Initiate a 'dollars for delegates' program where a percentage of the proceeds of your fundraising efforts is designated to defray expenses of officers representing the club at various meetings.
- o Investigate and encourage support of youth leadership programs and organizations such as GFWC Juniorettes, HOBY ([www.HOBY.org](http://www.HOBY.org)), and others.
- o Hold an administration transition meeting with all incoming and outgoing officers where outgoing officers can provide outlines of job descriptions, tips, challenges, and successes to incoming officers, and where incoming officers can ask questions openly.
- o Encourage members to represent your club on community coalitions, boards, councils, and in other organizations.

## RESOURCES

### GFWC

1734 N ST NW | Washington, DC 20036-2990

P: 202/347-3168 | F: 202/835-0246 | W: [www.GFWC.org](http://www.GFWC.org) | E: [gfwc@gfwc.org](mailto:gfwc@gfwc.org)

Leadership materials can be ordered from the GFWC Marketplace at [www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace), and additional information regarding club leadership and management are available online at [www.GFWC.org](http://www.GFWC.org).

### RGK CENTER FOR PHILANTHROPY AND COMMUNITY SERVICE

LBJ School of Public Affairs, University of Texas at Austin, PO BOX Y | Austin, Texas 78713-8925

P: 512/232-7062 | F: 512/232-7063 | W: [www.ServiceLeader.org](http://www.ServiceLeader.org)

ServiceLeader.org is a project of the RGK Center for Philanthropy and Community Service at the Lyndon B. Johnson School of Public Affairs at the University of Texas at Austin. This informative site contains numerous resources on all aspects of volunteerism, such as best practices in volunteer management, online learning resources, a document library, and additional links to useful sites.

## AWARDS

### CLUB

A \$50 award is given annually to one club in the nation to recognize creativity in implementing an effective Leadership Program. The award is based on narrative reports. State chairmen should forward the winning state entry to the national GFWC Leadership Program Chairman by March 15 of each year.

### STATE

GFWC certificates are awarded to one state federation in each membership category to recognize outstanding achievement in the GFWC Leadership Program. Award presentations are made annually in honor of junior and general membership participation.

