



# GFWC LEADS

## *Leadership Education and Development Seminar*

### **INFORMATION FOR GFWC STATE FEDERATIONS**

The GFWC LEADS program is intended to identify GFWC members at the grassroots level who have the potential and the desire to assume leadership positions in GFWC beyond their club. Participation in GFWC LEADS can help these members gain the capabilities, confidence and commitment necessary to pursue and achieve higher office and serve with distinction.

The LEADS program is held annually the day before the official opening of the GFWC International Convention. It is a full day of activities, and includes breakfast and lunch.

- One attendee each year from each state federation is eligible to participate in LEADS.
- GFWC will cover a portion of the attendees' expenses, including:
  - Round-trip travel to and from the GFWC Convention city<sup>1</sup>
  - One-half of room charge for two nights at official Convention hotel<sup>1</sup>
  - Breakfast and lunch during the LEADS program
  - Discounted Convention meal charges
- State federations may consider underwriting a portion of attendee's expenses (ex., additional lodging, meals or Convention registration).
- LEADS attendees will be asked to be responsible for a portion of their expenses as an affirmation of their personal commitment.

### **CONTENT & PRESENTATIONS AT LEADS**

LEADS may include the following:

- Presentations on conflict resolution, mediation, public speaking skills, time management, parliamentary procedure
- Explanation of GFWC resources, materials and assistance
- Discussions on GFWC policies, procedures and parliamentary law
- Tips and techniques for pursuing leadership opportunities

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<sup>1</sup> LEADS participant is responsible for making her own travel and lodging arrangements.

## **CRITERIA FOR PARTICIPATING IN LEADS**

It is recommended that each state candidate for LEADS meet the following criteria.

- Demonstrates leadership capabilities at the club level as an active club president, club officer, or club project/committee chairman
- Exhibits a commitment to Federation
- Exhibits an understanding of the GFWC mission of community service, illustrated by programs/projects in which she is/has been involved
- Demonstrates leadership skills, including but not limited to the following (to be described in narrative form): organized, responsible, trustworthy, enthusiastic, flexible
- Exhibits an interest and willingness to pursue higher leadership positions in Federation
- Agrees to share information gained from participation in LEADS with others in the state
- Understands and accepts potential expenses involved in participation
- Has not held elected positions at or beyond the state level
- Has not attended a previous LEADS program (members are eligible to attend only once)

## **SELECTION PROCESS**

Each state Federation selects one LEADS attendee annually. Attendees are expected to meet the criteria listed above. While the final selection is at the discretion of each state Federation, the following method of selection and standards for consideration should be followed.

## **APPLICATION**

State Federation distributes application form (page 4) and encourages qualified individuals to apply.

- Personal information (name/address, etc.) on the form should be concealed during judging, allowing applications to be considered solely on merit
- Applicant provides information that directly illustrates how criteria are being met
- Letter(s) of recommendation or support from active GFWC club member(s) are required
- Applications should be judged on a point system (see page 5). Be sure to let applicant know what the system is.
- Application forms should be made available to entire state membership (can be published in state newsletter; distributed at district and state meetings; available on state federation website, etc.)

## **ALTERNATIVE METHOD**

State Federation solicits nominations from clubs/districts

All criteria listed for application process apply also to nomination process

State may determine how many nominations will be considered from each club/district

## **SELECTION**

A committee or panel of judges should make the final selection of the one state representative to the LEADS program. The panel could include the state Executive Board/Committee or be appointed by the state president and/or board. The following conditions should be ensured:

- Panel should include Junior representative(s)
- Panel should include representation from each district
- Panel should include state leadership chairman
- Panel should include former LEADS participants
- Panel should adhere to accepted standards for selection (point system is good example)
- Applicant's name and club should not be known to judging panel
- Panel should select one participant and one alternate who can fill in if participant is unable to attend

It is not necessary or recommended to include the criteria for applying and selecting LEADS candidates in the state bylaws or standing rules. However, the application and selection process should be written, understood and freely available to all members of the state Federation.

## **FOLLOW-UP**

Applicants who are not chosen to participate in the LEADS program are excellent candidates for in-state leadership training opportunities, perhaps in the form of a mini-LEADS program held at state convention or board meeting and modeled on the GFWC program. State federations could have a state LEADS day at the annual state convention. GFWC LEADS graduates could participate in the program and assist the state leadership chairman. States should institute a process to track the progress of LEADS participants, i.e., what offices they run for and attain; how they share the information they gained; their level of participation in district/state activities, etc.

## **TIMELINE**

### **March 1**

- Deadline for state federations to submit completed LEADS Participant Profile (page 6) to GFWC Headquarters
- GFWC Headquarters sends acknowledgement to participants after profile is received

### **April**

- GFWC Headquarters sends LEADS registration materials and GFWC Convention registration materials customized for LEADS participants

### **June**

- LEADS program convenes prior to GFWC Annual International Convention

# *GFWC LEADS Participant Application Form*

**Submit to Your State Federation**

Name	
Address	
City, State Zip Code	
Phone Number	
E-mail Address	
GFWC Club Name(s)	
GFWC District(s)	

***Above information should be concealed during judging process***

List all local club offices and/or chairmanships held	
List all district offices and/or chairmanships held	
List GFWC club/district programs/projects in which you are/have been involved	
List positions at district/state/national level in which you are interested	

***If more space is needed, please complete answers on reverse side of this form or on another page.***

Are you willing to:

- ✓ Defray costs to attend GFWC LEADS not covered by GFWC or state? Yes \_\_\_\_\_ No \_\_\_\_\_
- ✓ Return to the state and share what you have learned at LEADS? Yes \_\_\_\_\_ No \_\_\_\_\_

**DEADLINE FOR SUBMISSION** (determined by state Federation):

Return this form, along with 2 letters of support from active GFWC club members to your designated state federation LEADS selection representative.

**SUGGESTED GFWC LEADS JUDGING CRITERIA**

Applicant # \_\_\_\_\_

<b>Criteria</b>	<b>Points Possible</b>	<b>Points Awarded</b>
Has demonstrated leadership capabilities at club level as club president, club officer or project/program chairman	5	
Exhibits a commitment to Federation	25	
Exhibits an understanding of the GFWC mission of community service through programs/projects in which she is involved	20	
Demonstrates leadership skills, e.g., organized, responsible, trustworthy, enthusiastic, flexible, etc. (Describe in narrative form)	10	
Exhibits an interest and willingness to pursue higher GFWC leadership positions	10	
Letter(s) of support	30	

Additional comments (if needed):

**Judge's Name**

**Judge's Signature**

**Date**

# *GFWC LEADS Participant Profile*

**DEADLINE FOR SUBMISSION TO GFWC HEADQUARTERS: MARCH 1**

## **LEADS Participant Information**

Name	
Address	
City, State Zip Code	
Phone Number(s)	
E-mail Address(es)	
GFWC Club Name(s)	
GFWC District(s)	
GFWC State Federation	

## **This form submitted by:**

Name	
Address	
City, State Zip Code	
Phone Number(s)	
E-mail Address(es)	
Federation position(s)	

*»Submit this form, with a copy of the participant's application/nomination form, digital photograph (at least 300 dpi, headshot preferred), and any supporting documents to:*

### **General Federation of Women's Clubs**

**Attn: LEADS Program**

**1734 N ST, NW**

**Washington, D.C. 20036-2990**

**Membership@GFWC.org**