

Federation Stationery ~ Request the digital copy of official stationery or email template from the Corresponding Secretary.

All printed material including inserts should include the following as a Heading:

GFWC Massachusetts
T Jablanski, President

Club invitations ~ You may be invited to a club to speak on a focus area. Answer all invitations promptly, arrive on time for meetings, and keep within the time allotted to you.

Funds for Speakers ~ If you find an interesting speaker, please let the President know.

Judges ~ The federation does not provide gifts for judges for any contests.



Terry Rouvalis
GFWC MA
2nd Vice President
Dean of Chairman
2022- 2024

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GENERAL FEDERATION OF WOMEN'S
CLUBS
OF MASSACHUSETTS

T Jablanski, President

Know Your Worth

2022 - 2024

CHAIRMEN
HANDBOOK

*Things you need to know now that you
are serving as a
State Chairman*

Attendance

Board of Director Meetings ~ You are an important member of the Board of Directors. We rely on you to help achieve a quorum at each meeting. Notify your Dean of Chairman if you are going to be absent.

Chairmen Meetings ~ Chairmen will meet with the Dean of Chairmen during the Board of Directors meeting. You will receive notification from the State President about all meetings.

Club Leader's Day in August ~ Our Chairmen provide materials and information to educate club leaders and provide opportunities for clubs.

State Meetings/Conventions ~ Held in October, January (in the even calendar year), and May each year. We need you to help meet the quorum needed to conduct business during all business sessions. You may be asked to present awards or introduce a speaker if it applies to your program area.

Important

Find ways to **promote the goals** and **resources** of your Special Program or Community Service Program. Use the **gfwc.org** website! There is important information included in the **GFWC Manual**. Also, GFWC has emblems that can be downloaded for each Community Service Program category.

Tip: *Support is all around you!*

Contact your predecessor, Counselor, or Dean of Chairmen for materials or ideas.

Expectations

Writing a state report (if applicable) written in January that summarizes your Chairman activities completed in the prior calendar year.

Resolutions ~ The Dean of Chairmen will be in touch with Chairmen of any areas for which related resolutions have a pending expiration date. You may suggest new resolutions to advance an area of public concern, concern of our membership, or as needed to align with GFWC resolutions.

Program fliers ~ You will be expected to prepare a program flier to be ready in time for Club Leader's Day. Get a copy of the previous flier from the Dean of Chairman. She will help you with this process.

Communicate with your Dean and Counselor
Communication is key! Use your Counselor as well as your Dean, so we are all on the same page as to your plans, attendance, and questions.

Who's who ~

You are the Chairman
of _____.

The member of Executive Committee who has been assigned as your Counselor is:

Phone #:

Email:
