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LEADERSHIP
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GFWC LEADERSHIP

The **GFWC Leadership Advancement Plan** encourages developing leadership skills in members. Whatever talent you use, leadership always involves taking risks, being innovative, and promoting new directions. Look for the **Leadership Toolkit** for resources.

GFWC MISSION STATEMENT: The General Federation of Women's Clubs is an international organization dedicated to community improvement. This is done by enhancing the lives of others through volunteer service. In 1889 the first federation conference was held. In 1957 Unity and Diversity set the tone for flexibility that enable GFWC to grow and adapt to changing lifestyles of volunteer work. In 2023 the emblem shows the full name of the organization and its longevity.

GFWC HEADQUARTERS: In 1901 GFWC was granted a federal charter with the stipulation that the headquarters be established in Washington D C. In 1920 the building at 1734 N Street NW near Dupont Circle was purchased. This is where the international President works during her administration and the small full time staff work. It is also home to the Women's History and Research Center.

LEADERSHIP SKILLS:

1. Capitalize on your own strengths.
2. Augment your skills. Find those individuals in a club who have the strengths that you do not.
3. Modify and adapt ideas and suggestions heard at meetings.
4. Blend. Find individuals in the organization who have programs and ideas that you do not.

GOAL SETTING:

- Inspire members with others' knowledge, experience and wisdom.
- Be realistic. Make goals that are measurable, attainable, and fit with time frames.
- Encourage members to become leaders, and to take office within the organization.
- As a leader it is essential to quip your officers and committee chairmen to function effectively.

SET THE TONE For A HEALTHY CLUB

- Be a leader whom you would want to follow
- Always be accessible
- Always maintain your composure
- Be positive when adversity hits
- Make the mission bigger than yourself

PARTS OF THE MEETING:

- Review agenda
- Call meeting to order
- Pledge of Allegiance, state an inspiration
- Review minutes of the last meeting.
- Get reports from officers.



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- Recommendations of the executive committee for actions to be taken – can be in new business.
- Reports of committees
- Go over any unfinished business.
- Program ~ this can be placed anytime in the meeting after the opening ceremonies.
- Announcements.
- Adjournment ~ does not need a motion.

FAMILIARIZE YOURSELF WITH ROBERT'S RULES

Remember rules, regulations, requirements and traditions are not set in stone. Parliamentary procedure outlines a set of rules to assist a club in best practices, but those rules are not meant to stifle the fun and enthusiasm of your club. Routinely review club bylaws and standing rules and amend those that no longer serve the club or member concerns, situations, and/or interest.

TIPS FOR LEADERSHIP TRANSITIONS:

- Identify present and future challenges and the qualifications necessary for a leader to meet them. Prepare a job description to provide a complete explanation of the role and responsibilities.
- Have an established timeline for leadership succession.
- Establish an Emergency Plan, similar to a lesson plan, to include delegation of duties and authority during an unexpected transition.
- Provide leadership development for all members so they will have a broader knowledge of the club, state and international activities.
- Enlist the support of all members for newly placed officers.
- Help new officers feel confident enough to find their own voice.
- Avoid micromanaging new officers. Give them the opportunity to do their job, but assist when asked to do so.

GFWC Leadership, Education, and Development Seminar ~ LEADS

Identify leaders at the local level who have the potential and desire to assume leadership positions in their State Federations and/or GFWC on the national level. Participation in LEADS can help up-and-coming leaders gain the capabilities, confidence, and commitment necessary to pursue and achieve higher leadership roles or offices and serve with distinction. Look at the LEADS information included on the GFWC Massachusetts website and in the GFWC Manual.

To see the full GFWC Manual page for the Leadership Advancement Plan, go to gfwcma.org
> About GFWC > What We Do~GFWC Manual > Scroll to Leadership