Leadership in Your State Federation

Congratulations! You are a grassroots leader of one of the largest women's volunteer organizations. Leaders like you are a vital part of community action and are essential for the success of the General Federation of Women's Clubs as a whole. You can succeed as a leader, knowing that your National and State Federations provide ALL you need to engage your club members in volunteer work that is beneficial and enjoyable.

Being present at state events is the best way to ensure your club:

- Gets the important information they deserve as GFWC members.
- Is represented by you, the **club delegate**, voting on resolutions and bylaws that affect your members.
- Learns about many important initiatives they can support.
- Feels connected and important in their role as a GFWC club.

Watch for information on these important events:
Club Leader's Day ~ *September 12, 2026* & ***September 11, 2027***. As President your club counts on you to attend to gather information from the state and national federation for planning club meetings and projects. Calendar of events, contests, scholarships, annual reporting, and other materials are reviewed.

State Meetings (Fall Meeting, Midwinter Meeting, Annual Meeting) **~** You are a voting delegate, who represents the voice you your club at the state meetings where business is conducted. Annual Convention includes awards, recognitions, and officer installation (even calendar year). **Share the *Call*** (invitation with Registration Forms, emailed to Presidents) to these meetings with your members in a timely manner, so members can participate. All members are Welcome and encouraged to attend each state meeting.

Federation Day at the Forest ~ Each spring Clubwomen are invited to the Memorial Forest on our Headquarters property to celebrate the memory of those who have been lost this past year. Refer to the Memorial Forest Donation Form for more information.

Participation in other events such **GFWC New England Region Conference** and **GFWC International Convention** is always encouraged. Informative speakers, leadership workshops, advocacy and networking with fellow clubwomen can be a memorable part of your journey as President.

Taking Care of Business

All forms referred to are on the GFWCMA.org website

As **Club President** you are expected to coordinate various state requirements for your club such as completing yearly statistical information and Manual Sheets.

Calendar ~ When planning club activities make every effort to minimize conflicts with Federation events. A list of these events can be found on the Federation calendar.

Contribution Forms ~ Each Fall clubs receive The GFWC MA **End of Year Club Contribution Form.** This forms provides clubs the opportunity to financially support GFWC MA Focus areas, GFWC MA Scholarships, and GFWC Affiliates. The form needs to be submitted **by December 31** with one check for the total of all donations. The GFWC MA Treasurer collects contributions from clubs throughout the state and forwards them as one state donation.

Manual Sheets ~ The information provided by each club is used in the state manual which lists club information and current club leaders. This sheet is due by **June 1st** to Headquarters.

Statistical Form and Annual Club Reports ~ When filling out the clubs annual reports it is imperative to share the impact of your club's projects, in addition to the club's statistical information. This information is then compiled with all MA clubs to create the overall state report entry. Report writing support can be found on the website or by reaching out to a state officer. The Statistical Form and Annual Club reports are due in by **January 31st** to the Headquarters Secretary.

GFWC Connection ~ GFWC offers many opportunities for club presidents to gain pertinent information for their members. Sign up on the newly updated GFWC Member Portal to access this information at your convenience.

Club President Pins are available at the GFWC Marketplace www.GFWC.org for $10.00. Arrange for purchase in advance to be presented to the incoming president at her installation.

Be in the know

Who should receive a copy of your club yearbook? As a courtesy, one copy of your club yearbook should be sent to GFWC MA Headquarters to be kept on file.

Who receives Federation Topics? This state newsletter is issued electronically approximately four times a year directly to Club Presidents who are expected to forward the electronic edition to all club members.

How can I get GFWC promotional brochures? Full-color GFWC Massachusetts Membership brochures are available at the state headquarters. They may be used in conjunction with GFWC brochures and your own club brochures. Let others know about GFWC Massachusetts!

What does GFWC offer for member recognition? Outstanding women in your club should be recognized. Regular thank you mentions at meetings and thank you notes from you personally go a long way toward retaining members. For clubwomen who have reached milestone years, **Recognition Pins** may be purchased from the Marketplace ($5.00 each) at www.gfwc.org. **Gold pins** for 50 year members are available through GFWC Membership Director.

Can members still be honored with a brick for GFWC MA Headquarters Unity Pathway? Yes. An honorarium for both living and deceased clubwomen is available for the brick path in front of Sudbury Headquarters. Form online.

How can I help my club members feel connected to GFWC?

- Familiarize yourself with the National organization as presented at www.gfwc.org
- Find the ***GFWC Club Manual*** online. Download and share project ideas from GFWC Program Chairmen and Partners.
- Forward GFWC's weekly e-newsletter ***News & Notes*** to your members; to subscribe contact ***GFWC@GFWC.org***.
- ***Clubwoman Magazine*** is published quarterly and can be found on gfwc.org. Encourage members to read it.

GENERAL FEDERATION OF WOMEN'S CLUBS
OF MASSACHUSETTS
Terry Rouvalis,
President 2026-2028

GFWC
est. 1890
GENERAL FEDERATION OF WOMEN'S CLUBS
MASSACHUSETTS

Club Presidents
HANDBOOK

Helping YOU help your CLUB

Contact your Federation Headquarters at:
PO Box 679
Sudbury, MA 01776-0679

located at:
245 Dutton Road
Sudbury, MA 01776-0679

Office: 978-443-4569
Email: HQ@gfwcma.org Visit:
www.gfwc.org and www.gfwcma.org