



# California Federation of Women's Clubs

Without change we will never see the new flowers of spring, have summer fun, see fall leaves change color or have Santa slide down the chimney. Change brings many wonderful things. Change is an important part of life. "Change is Beautiful!"



One last project before we say good bye:

Have a different member bring a leadership quote to each meeting. Report in leadership.

# Leadership Projects 2020-2022

## Report on Job Descriptions

Have each Club or District Officer at a different Club or District meeting tell everyone about their job.

Meetings are they expected to attend. Executive committee meetings for the Club or District, Club or District Meetings and or CFWC State Board Meetings

Communications are they expected to write. Newsletter Articles, end of year reports agendas, the budget, and minutes

committees are they required to be on. Bylaws, Budget, fund raising, and report writing

When are they required to speak at the meetings and when.

Who picks up the mail, who writes the checks & signs them with who's okay?



Mine also has goodies like:

Look bars: Look at the great job you did

1,000,000 dollar bar: you are worth it

Life savers: you saved my life

Finish dish soap: you finished this job

Joy dish soap: you are a joy

You can walk down the rows at the Super market and find dozens of things that will work for you.

My kit doesn't really have all these candies. But it has some of them. Think of the things you can give away that are not expensive.

A good leader **rewards the work of others.**

You may not have done it that way but who cares how it got done, it got done and it was great. Say thank you and let everyone know that you are happy and it is done well. The results will be many more members willing to work!



## Leadership Kit

What is a “Leadership Kit”? It is something you take with you where ever you go that has everything in it you think need a leader. It should be personal. What’s could be in your kit?

Mine has:

**Quarters**– Yea, a roll of Quarters-you never know when you’ll have to use a parking meter.

**Handouts**– “Benefits of belonging to GFWC & CFWC” & “Thank the GFWC “ & “Club brochure”

**my business cards**– have my CFWC Title, phone and email address plus our web site and Facebook addresses. No physical address for me.

**Greeting Cards**– miss you cards & gets well cards, a good job card or two. No sympathy cards, do that at home.

**Paper Trophy's**– buy them at staples & Best Buy or Teacher supply houses. You will never know when you might need them.

**Balloons**- GFWC sells some in the market place.



## Why do this project?



## Two reasons

First, this will help the person doing the reporting to know their job. They will have to look up the duties of the job in the Bylaws. The First Vice President will see she takes over if the President is not there or that she is in charge of the report writing process at the beginning of the new calendar year. The Secretary will see she has 5 working days to complete her minutes and get them publish or sent to the members. (what do your Bylaws say?)

Second, This will help the nominating committee . There won't be any confusion about what the job is and what needs to be done . The new officer will know what they signed up for. Each year continue doing this so the new members learn.

A simple easy project that can go in your Leadership report.

## Train your members on forms of communications

These topics would be a great 5 to 10 minute workshops at a club or district meetings. The workshops can be longer if your members would like. You may do one of these a month. Don't limit yourselves. Remember these are great things in a leadership report!

### Writing

**Reports-** Year-end reports for the Club or District. These reports are very stylized & have a certain number of page with specific information & a heading required.

A report on the welfare of your Club or District report or a committee report to be given at any meeting.

**Agendas-** Often are to complicated or to long. Simple is better & easier to follow.

Outlines are great agendas.

Print out on the agenda & with names when ever possible and space for your Recording Secretary & a simple one page for the members.



W	V	E	R	T	I	C	A	L	L	Seek
R	O	O	A	F	F	L	S	A	B	Find
A	C	R	I	L	I	A	T	O	A	Random
N	D	O	D	K	O	N	W	D	C	Sleuth
D	R	K	E	S	O	O	D	D	K	Backward
O	E	E	P	Z	E	G	L	I	W	Vertical
M	S	I	I	H	O	A	E	R	A	Diagonal
A	L	R	K	R	R	I	R	E	R	Wikipedia
K	O	D	I	D	E	D	R	C	D	Horizontal
H	E	L	W	S	L	E	U	T	H	Word Search

You can find crossword or other puzzle makers on the internet. Use members names or GFWC or CFWC facts. Report it in membership or leadership.

Have each member grab a candy bar (small Halloween type) out of a basket as they enter the meeting room and they have to sit for the whole meeting at the table with that candy bar as the center piece; plus they get to eat the candy bar. Report in membership or leadership.

Have a leadership quote or paragraph in your newsletter or once a week on your Facebook page. Report in leadership.

Have a leadership page on your website. You can find all type of material on the internet, just Google leadership. It will change from day to day. Report in leadership.

Google leadership or team building games. There are tons on the internet and play one each meeting. Report in leadership.

Remember all games require small prizes.



# Ice breakers

## Why should clubs do ice breakers?

Do you know everyone in your club? Do you sit with the same people all the time? Do you all have name tags so small no one can read the names? Do you have fun? Having fun at a club meeting is a great leadership tool. Members want to attend fun meetings!

Have a quiz every month— my club did one each month on a different country. You could do any subject and have a few small prizes, chocolate is always good but funny socks from the dollar store is also fun. The quizzes can be reported in leadership or better yet education!

Have a fill-in-the-blank game with a question about each member something you might not know or about CFWC or GFWC. Report it in your membership or leadership report.



## Speaking



**Speeches**—give some hints to your members about how to give a speech. Make them simple. Stand tall, breath deep before starting, look slightly above everyone, look around the room.

**Practice**- your speech may times, use the kitchen timer and remember to leave an extra minute to allow yourself time to relax. You will know it will fit in your time limit.

**Use power point**— do not read the power point to the group. Be careful with the moving object on the screen, never more than one per screen. Set it up ahead of time & make sure it works. Slowly click from screen to screen. Don't use the bottom 1/4 to 1/3 of the page on power point. It will drop off the screen.

**Have hand outs**— make sure they are not boarder to boarder. White space is your friend. It leaves room for members to take notes. Print them in a font 12 to 14 and a clear font that members can read. There are plenty of modern fonts that fit the bill.

## Host an Open Leadership Seminar

Have a seminar with government leaders, business leaders and CFWC Leaders to talk about how they got to their leadership positions, their education, what made them want to be in a leadership position. What they found they needed most as a leader. What were the hardships of being a leader. You could assign each person one of these topics.

- Invite leaders from your City or a County , other Club leaders from other clubs in the areas as in Lions, University Women, CFWC has a speaker's bureau use it to get an Officer or a chairman to be a speaker at the seminar.
- Have food– that is important for women's club members & others. Everyone likes to eat.
  - Have party games centered around leadership
  - Have decorations– centered around your club
  - Ask others in your community to attend– you may get some new members.
- Have someone talk about your club– short 10 to 15 minutes– a modern history
- Use your club house or rent a hall or the city library.
  - 3 to 4 hours is a good length much longer and people will start to leave.

## Host a Club women only Leadership Seminar

Have a seminar asking people from the District or State to come and talk about a certain parts of leadership.

Invite other Clubs in your District

Charge a small fee \$5.

Have food.

Talk about goal setting, planning, self-care, public speaking, helping pair the job ( committee, officer or chairmanship) with the person, membership, report writing, communicating & public outreach, Facebook, web sites or even zoom.

What your club or other clubs need.

