



# *GFWC Leadership Newsletter*

## *March 2020*

### **WHY SHOULD WE HAVE A TRANSITION PLAN?**

GFWC International, Region, State, County, District, Club officers, and Chairmen are preparing to conclude the 2018-2020 term in office. The 2020-2022 administration is excited and eager to start their adventure. As leaders a strong transition plan helps our members feel connected and involved. Here are a few tips and a sample checklist to help along the way.

Most important to a successful transition is planning. Create a structured process to ensure leadership continuity and to retain and develop knowledge and relationships in the future. A powerful succession plan focuses on ensuring the flow of information is open and concise for the new leadership.

Transition planning helps the current leaders “let go” by sharing the information. There’s no “easy” button for leaders, but those who have served long in positions they served in can face especially tough transitions. The leaders are proud of the accomplishments and feel very attached to the projects they leave.

No matter how long or well a leader has served, it is best for all clubwomen to have a plan for transferring knowledge and authority as well as relationship “ownership”. Somehow, all the stuff that’s stored only in his/her head must be accessed and captured. But how?

#### **With A Leadership Transition Checklist**



### **PART 1 OFFICER TRANSITION - A CHECKLIST FOR OUTGOING OFFICERS:**

This checklist is intended to provide new officers a complete orientation of their duties and responsibilities that is provided by your organization’s outgoing officers. Some ideas will pertain to your organization while other ideas may not be suitable, but some will help all organizations:

#### **A. INFORMATION ABOUT THE OFFICE:**

1. Review your State, District, County, Region or Club’s history \_\_\_\_\_
2. Review Bylaws and Standing Rules \_\_\_\_\_
3. Review the goals and objectives for the 2018-2020 administration \_\_\_\_\_

#### **B. OFFICER’S ROLES AND PRINTED MATERIALS:**

1. Review and pass on records, binders, files, notebooks, and important correspondence \_\_\_\_\_
2. Review job/officer descriptions \_\_\_\_\_
3. Review officer’s written expectations \_\_\_\_\_
4. Review your agendas and minutes \_\_\_\_\_
5. Review your State, District, County, Region or Club’s evaluations for projects \_\_\_\_\_
6. Review your State, District, County, Region or Club’s previous minutes, financial records, mailing lists \_\_\_\_\_
7. Review your achievements \_\_\_\_\_
8. Review your challenges \_\_\_\_\_
9. Pass on membership list, contracts, addresses, phone numbers, email addresses, etc. \_\_\_\_\_
10. Provide financial information such as treasurer’s accounts, fundraising information, and copies of completed requisitions \_\_\_\_\_
11. Visit the financial institution to change account authorized signers and officers \_\_\_\_\_

#### **C. OFFICER INTRODUCTIONS:**

1. Introduce officer to key contact people - include telephone number and emails \_\_\_\_\_

## PART II OFFICER TRANSITION - A CHECKLIST FOR NEW OFFICERS:

This checklist was designed for new officers to use as they begin their respective officer's roles. This can be used with outgoing officers, or answer questions of new officers, or with new officers after they have met with outgoing officers.

### A. PREPARING - NEW OFFICERS:

1. Understand present and future programs \_\_\_\_\_
2. Develop a master calendar with meetings, programs, and events \_\_\_\_\_
3. Make current your organizations website, mailboxes, contact sheets, office space, voicemail, etc. \_\_\_\_\_
4. Establish structure or meeting agendas \_\_\_\_\_
5. Discuss meeting times (place, time, and advertisement) \_\_\_\_\_
6. Officer Board meetings \_\_\_\_\_
7. Club meetings \_\_\_\_\_
8. Region meetings \_\_\_\_\_
9. GFWC Annual Convention \_\_\_\_\_

### B. GOAL SETTING - NEW OFFICERS:

1. Establish new officer's, individual's and club's goals \_\_\_\_\_
2. Prioritize officer's goals to member's goals \_\_\_\_\_
3. Plan to present goals to members \_\_\_\_\_
4. Plan a goal setting meeting/retreat \_\_\_\_\_
5. Help prioritize organization goals with entire membership \_\_\_\_\_



## *Your Club History*

Leadership also includes transition our history. In keeping with the transition theme let's not forget to record our achievements, photos, and minutes just to mention a few items so incredibly important to our GFWC Club History. President's should also ask a member to act as the Club Historian and possibly interview the officers for a video record for your club archives.

### *LEADS, The Next Step*

Congratulations! You are a 2020 LEADS Graduate!

The excitement of the day should be shared and carried forward with your State Presidents and Leadership Chairman when you return home. Here is a little checklist of things that if you haven't already done - you need to do as soon as you get back home:

1. Touch base with your State President about scheduling a State Leadership Workshop for all the members.
2. Work with the Leadership Chairman in developing the agenda and material for the Workshop.
3. Once the logistic information has been finalized send invitations with the date, time and place for the workshop to the Club Presidents to share with their members. to all the Sign up for News and Notes

This will help promote Leadership in your state for the next LEADS class and future Leaders as well.

## **IMPORTANT GFWC DATES TO REMEMBER**

April 19-25  
GFWC Volunteers in Action Week

April 24  
GFWC Federation Day

June 26  
GFWC LEADS

June 27-30  
GFWC 130<sup>th</sup> Annual Convention,  
Sheraton Atlanta, Georgia

Please check for important dates with your State Federation as well.

## UPDATED GFWC 7 GRAND INITIATIVES

1. That 1,000 clubs will do a service project on Martin Luther King Day, January 21, 2019.
  - **789 Projects Done**
2. That members will plant **20,000** trees on Arbor Day.
  - **To Date 17,811 trees have been planted**
3. That members will donate **40,000** pairs of used shoes to Soles4Souls or Nike “reuse-a-shoe.”
  - **To Date 36,763 pairs of shoes have been donated**
4. That members will donate **55,000** Dr. Seuss books by March of 2020.
  - **To date 50,716 Dr. Seuss books have been donated**
5. That **2,500** members join the Legislative Action Center.
  - **To Date 1,594 members have joined since July 1, 2018**
6. That members do 1,000 projects devoted to women in the military.
  - **To Date 799 Projects Completed**
7. That 1,000 members donate \$1,000 to the Capital Campaign.
  - **To Date 99 members, have joined**

## NEW 3 BRAND INITIATIVES

Brand Initiative #1 That 1,000 calls or emails will be made to United States Senators and Representatives on September 23, 2019 urging passage of Miranda’s Law H.R.2793 and S1787.

Brand Initiative #2 That 1,000 calls or emails will be made to United States Senators and Representatives on October 23, 2019 urging passage of 3D Printed Gun Safety Act of 2019 H.R.3265 and S1831.

Brand Initiative #3 That 1,000 club/states projects will be in place to celebrate the 100th Anniversary of Women Winning the Right to Vote, August 26, 2020.

**As leaders what is your club, district, county or state doing?**