

NJSFWC Leadership Report Worksheet 2022

Club Name _____ **District** _____ **Number of members** _____ (per May 1, 2022 Blue Sheet)

Chairman's Name _____ **Phone** _____ **Email** _____

Indicate the projects your club members have supported from January 1, 2022– December 31, 2022 by completing the information next to the projects indicated below. Additional projects should be listed under “Other Leadership Projects”. A worksheet is provided on the reverse side of the page as well. Please share a detailed description of projects your club has completed in 2022, including the who, what, when, where and why. (No more than 2 pages.) Do not send photos.

Projects	# of Projects	Volunteer Hours	Dollars Donated	In Kind Donations
Review, use and share materials in the GFWC Club Manual and NJSFWC Manual for Club Presidents and NJSFWC Supplements				
Attend State Fall Conference # members				
Attend NJSFWC Convention # Members				
Attend LEADS Workshop # Members				
Distribute and Utilize the monthly ALMANAC				
Purchase/Use NJSFWC Yearbook				
Other Leadership projects (See reverse side)				
	Total Number of Projects	Total Volunteer Hours	Total Dollars Donated	Total In-Kind Donations

Report Worksheet and project descriptions must be mailed to be judged to the Leadership Chairman.

Emailed reports will be used for statistical purposes only.

Postmarked no later than February 1, 2023

Barbara McCloskey

31 White Meadow Avenue, Rockaway NJ 07866

Questions? Call or Email: 973-219-1794

mccloskey@njsfwc.org

WORKSHEET FOR ADDITIONAL LEADERSHIP PROJECTS

Projects should be reported based on your club’s involvement.
This list is intended as a report writing aid and projects are not limited to what appears below.

Projects	# of Projects	Hours	Dollars Donated	In Kind Donations
Attend District Councils and encourage members to come with you.				
Attend GFWC MAR Conference				
Attend GFWC Convention				
Board Members: List positions on narrative (hours)				
Board/Club Meetings (Prepare Agendas and preside)				
By-Laws (Review and/or revise)				
Conduct an Orientation/Transition meeting for all officers and chairmen each administration				
Delegates Fund to help offset the cost of attending state, region, and national meetings.				
Develop a Leadership Library by sharing the titles of books on this topic.				
Member serves on the Board of Directors # _____				
Members serve on State Committees (i.e.-Convention, Fall Conference)				
Members serve as a District Chairman # _____				
Hostess a District meeting at least once during the administration.				
Initiate/ attend meetings of volunteer organizations in the community				
Invite an expert on public speaking/leadership to a club meeting.				
Invite State, District officers to attend a club event				
Nominate a candidate for GFWC L.E.A.D.S ((Leadership Education and Development Seminar))				
Maintain a file of club members’ skills, talents, and interests as a leadership resume tool.				
Mentor new officers. A mentor is someone willing to guide, support and give council.				
Nominating Committee (club)				
Obtain Leadership materials from State and GFWC Headquarters.				
Parliamentary Procedure and Training				
Report Writing Workshop-State				
Report Writing Workshop/ brainstorming session--Club				
Teach members how to use technology for meetings/events				
Utilize Procedure books for the officers, chairmen and individual projects				
Additional Projects:				
1..				
2.				
3.				
4.				
5				
TOTAL (Place these figures on side one under Other Leadership Projects)				