



LEADERSHIP ADVANCEMENT PLAN

2026-2028 GFWC CLUB MANUAL

LEADERSHIP IS PERSONAL DEVELOPMENT AND INFLUENCE

This Advancement Plan contains valuable information, including practical ideas, tools, and resources to assist States, Districts, and clubs in developing their leadership skills. Whatever talent or trait you use, leadership involves a degree of risk. With leadership comes the responsibilities of making decisions, creating a vision, motivating and influencing others to follow, setting the standard, and leading by example. Some may say that they were born a leader, perhaps born with natural social traits; however, leadership skills are learned and developed over time through experience and training. It takes practice, self-reflection, and continuous learning, and application of those learned skills. The philosophy of “management” has evolved through the years into “leadership;” where “management” is the act of managing a task, a process, or time; and “leadership” is the art of leading people, inspiring trust, building relationships and collaboration, and growing together. Leadership skills strengthen the leader through personal growth and development, and the people they lead by influencing and fostering growth in others.

Specific leadership areas are addressed in this advancement plan, and we will continually update and expand these resources within the Leadership Toolkit. The Leadership Toolkit is in the Digital Library on the Member Portal. Directions for accessing the Member Portal are available in this plan. We will continue to offer new leadership development, educational tools and resources, and growth opportunities.

“A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to go, but ought to be.”
– Rosalyn Carter, former first lady, activist, humanitarian



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**GENERAL FEDERATION
OF WOMEN’S CLUBS**

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2026-2028 UNITY PROJECT

LEADERSHIP TRAINING PROGRAM: DEVELOPING MEMBERS TO LEADERS



LEADERSHIP OBJECTIVE:

For clubs to build and implement a Leadership Training Program for its members. This can be a Mini GFWC Leadership, Education, and Development Seminar (LEADS) Program or designing a training program that fits within your club.

The Unity Project challenges all clubs to be creative in growing their members.

Developing Members to Leaders: GFWC offers several resources to its members to develop and strengthen their leadership skills while fostering a growth-oriented mindset through the effective utilization of these available leadership development and training resources.

Leadership Resources include: The Digital Library on the Member Portal, Leadership Toolkit, GFWC Learning Academy, Webinars, and the Junior Club Leadership Certification Training Program.

LEADERSHIP TRAINING PROGRAM PROJECT IDEAS:

- Utilize the available resources to educate and discuss leadership topics during a meeting or hold separate leadership training classes. These training classes can be done in person, via zoom, or a hybrid design. Develop a training schedule and timeline, creating a catalog of leadership coursework, and listing initiated topics to assist members in beginning their leadership journey. Be creative and make it work for your club.
- Create a "Leadership Book Club" Training Program – this format would allow a more informal setting and would be invaluable for all participants to learn from one another. The group could meet every other week or monthly before or after scheduled meetings, or at another time that works for all.
 - Pick one or two leadership topics from the available resources mentioned above for members to read, watch, and learn. Have each member prepare a summary to share with the group, discussing their key take-aways. This promotes shared and member-to-member learning, creating conversations and discussions of ideas, and furthering development of a leadership skillset. Introduce a group exercise: Create a real-life practice scenario to discuss how one might handle an issue pertaining to the topic of discussion.

TOPIC IDEAS:

Conflict resolution, handling difficult conversations, practicing presentation skills, effective communication skills, problem-solving, time-management, motivating club members, creating fun and engaging reward and appreciation programs, challenging members to step outside their comfort zone, finding ways of encouraging members to take the lead on a project, developing an agenda or budget, writing a succession plan – the ideas are endless.

- Involve the LEADS Graduate and State and District Chairman to facilitate the training, if available. Utilize other members with strong leadership skills and experience. Know your members. Who are your leaders within the club? Who works in a professional leadership role? Is there a member that has a degree in leadership? Work smarter and utilize the team's strengths.

REPORTING YOUR CLUB'S LEADERSHIP TRAINING PROGRAM AND LEADERSHIP PROJECT RESULTS

- **Annual Submissions** – States may submit Leadership Training Programs in their TOP 10 projects for state award entries.
 - Clubs should include a narrative Award Entry, under the Leadership Advancement area, describing their Leadership Training Program. What did the program entail? What were the results, outcomes, successes, challenges, and strategies for overcoming those challenges? What the club would change to improve the program moving forward? Leadership is an ongoing process with continuous learning from self-reflection, self-improvement, and growth. How does this impact developing leaders and transitioning members to leaders? This is a win for all.
- **Leadership Quarterly Newsletter** – We want to hear about your club's success.
 - Clubs are encouraged to share their Leadership Training Program: Developing Members to Leaders by submitting their club's success and stories of what's working to the GFWC Leadership Committee.

Sharing best practices is a good practice. It helps the growth of all of GFWC.

We want to share your story!

FEATURED PROJECTS



NEW LEADERS TRAINING

The GFWC Woman's Club of Colorado Springs (CO) believes in training new leaders. New Department Chairmen are given job description, information, and training to be able to use the member portal. Each CSP Chairman is charged with planning a club program. Before the club year begins, they meet to discuss their focus and plans for a program and possible projects. Members receive training on how to track programs, hours, and activities, and the importance of writing award entries is stressed.



FOSTERING INCLUSIVE AND DYNAMIC LEADERSHIP

The GFWC Tampa Woman's Club (FL) launched a Google Form sign-up for board and chairman positions as a part of their commitment to fostering inclusive and dynamic leadership. Positions with detailed descriptions give members a clear understanding of the roles, responsibilities, and time commitments. This innovative approach to leadership recruitment encourages greater engagement and transparency, allowing more members to step into leadership roles on a variety of levels. With appropriate training, the future is bright and exciting for this club.



SPEED DATING

The GFWC Chapin Woman's Club (SC) developed a creative way to educate all members about the GFWC Community Service Programs. They designed a version of "Speed Dating" to allow club members 5-10 minutes to rotate through CSP committee-prepared displays. They were able to interact and get all their questions answered in an informal and accepting atmosphere. Members learned a lot. They were then allowed to sign up to participate in areas of interest.



LEADERSHIP IN ACTION

Small but mighty describes women in this GFWC South Dakota club. All members are encouraged to explore and to accept leadership positions as club and state officers. This small but mighty force of women was able to fill several officer positions, knowing that attendance at state, regional, and national events reap massive benefits and provides valuable information and ideas for club members. They put leadership into action by involving members on the state level.

EVERYONE IS A LEADER EVERY DAY

From mothers, wives, and sisters, to club presidents, officers, and members, everyone has an opportunity to be a leader in their daily lives. Each day, you make decisions on what to wear, the next book you want to read, what project your club will pursue, or how you will fundraise for your local charities. No matter how small a decision may seem, this is leadership. As a leader, you set the example for those around you and take on the responsibility that comes with this role.

Let us spin the concept of “everyday leadership.”

Here are seven acts of everyday leaders:

1. **Commit.** Passion is a strong desire that can get you to do amazing things. Passion is an emotion to be acted upon. Without action, passion yields no worthwhile results. Passion is the fuel for the fire of action. When you have passion for something, you love it even when you hate it. What are you passionate about? Gardening, exercising, helping animals, teaching, reading, writing, politicking, volunteering, shopping, organizing, art?
2. **Listen.** It is rare for someone to say, “I am a lousy listener.” Almost everyone says, “I am a great listener.” The fact of the matter is that we are terrible at listening. Everyday leaders engage their power of listening; listen more than you speak. Listen to experts and fellow enthusiasts, including those you disagree with. Absorb their perspectives, insights, and experiences.
3. **Communicate.** You have feelings, experiences, opinions, and a voice. All have value, so share them often. You become an everyday leader by expressing your thoughts and ideas. Unconventional, way-out-there input from you is better than silence.
4. **Be humble.** We all know so-called leaders who are described as arrogant, entitled, and controlling. Do not be that leader! See yourself as an everyday person whose experiences and voice matter as much as the next person’s, no more and no less than others. Think of it as coming from a place of community and in the spirit of making life happier for everyone.
5. **Innovate.** There are formulas for everything, and they are copied and followed. This shows in predictable books and movies, architectural blueprints and housing developments with no originality, meeting agendas that leave little room for innovation, and how about the unspoken rules! You do not have to shock and awe every chance you get but think about offering something fresh to further the conversation or something original to move the ball.
6. **Learn.** If you are human, you have failed. Failure, however, is not an end to the story, it is a beginning. The trick is to “Fail Forward.” What did you learn, and what will you change next time? Then, you get back up and keep moving forward. Failure is an everyday leader’s protein; it is where the energy comes from.
7. **Smile!** Your smile can change the world. It is a powerful tool. Your smile brings hope, light, acceptance, and gratitude.

WHAT CAN YOU DO TO BUILD LEADERSHIP?

It is important for leaders to be aware of the challenges involved in identifying and developing prospective leaders and to create an action plan to ensure strong, competent leadership for the future. Most often, people will be more likely to accept leadership positions with a clearer understanding if they have a good idea of what is expected and know that you, as the leader, will nurture and support them along the journey.

The leader – whether it is the president, director, or chairman – may consider the following strategies for growing new leaders:

- Prepare a job description detailing the role and responsibilities for each officer. Hold a team planning meeting for the new officers, share the responsibilities for each office, provide an update on current and ongoing activities, and review any plans for future projects. Collaboration without coordination leads to confusion. Having a plan and working together creates an understanding, develops skills, and builds confidence.
- Pull members together from time to time to reflect on progress and needs and to consider next steps or necessary changes to accomplish the goal.
- Conduct mini-leadership presentations to help members gain a better understanding and develop new skills.
- Step back and allow new leaders to work and grow. While mistakes may be made, if you nurture your new leaders as they find their way, they will grow in skill and confidence. Praise new leaders for the job they are doing.
- Encourage new members to contribute to various activities where their fresh ideas will be helpful.
- Incorporate reports on GFWC activities at club meetings to connect members with the Federation and other GFWC clubs.
- Take advantage of member diversity. Each individual member brings unique skills to the club.
- Mentor new leaders. Support them with suggestions. Encourage participation in all GFWC activities. Travel with them and help with expenses when possible. Provide them with GFWC resource materials. This is an investment that will pay off!
- Share the work. It is easier if members help plan meetings, participate in projects, and write reports.
- Be generous with your appreciation.
- Nurture and prepare successors for their work. Leaders should be supportive.

Leadership roles often include public speaking and that may include asking a member to step out of the “comfort zone.” Public speaking is often reported as one of the top social fears. Don’t hesitate to encourage someone to assume a leadership position because of a fear of public speaking. Leaving an area of comfort requires a little preparation and practice but does result in success. A great resource to help a new leader plan and deliver presentations can be found in the Leadership Toolkit.

WHERE TO FIND POTENTIAL LEADERS

“The bottom line in leadership isn’t how far we advance ourselves but how far we advance others.” — John C Maxwell, author, leadership speaker & coach

As the leader, it is essential that you equip your officers and committee chairmen to function effectively. Together you will help your club make a real difference in your community. To do that, regular training will be extremely helpful to ensure they handle their duties and are growing in their leadership capacity. Reviewing and discussing the guidelines for the various officers, and brainstorming ways your leadership team can grow beyond expectations, will help to build strong leadership. To encourage leadership succession, look to the following:

CLUB MEMBER

- Accepts responsibility and takes initiative even when not serving as an officer.



- Motivates others by their enthusiasm and may recognize that their interests lie in planning and implementing projects.
- Demonstrates creativity and is energetic.
- Grows through being included in projects and club work.

FORMER CLUB OFFICER

- Serves at the District or State level and has served the club in several positions.
- Has experience and knows the members and their skills.
- Offers valuable suggestions.
- Continues her service to the club when encouraged.

CURRENT CLUB OFFICER

- Accepts responsibilities that require attendance at additional meetings and has good organizational skills .
- Demonstrates confidence from other club members who have elected her to the position.
- Asks questions when they are unsure and seeks the advice of respected mentors.
- Embraces open communications and creates a culture where club members are comfortable to speak and share ideas.

NEW MEMBER

- Wants to become involved while being an enthusiastic new member.
- Accepts responsibilities if asked by a club leader.
- Serves as a breath of fresh air because she is not limited by preconceived ideas of how things are usually done.

DELEGATING AND SHAPING NEW LEADERS

As club members are entrusted with responsibility, they will become invested in the project and more likely to take on a leadership role. One may be hesitant to delegate because of the desire to ensure the task is performed correctly. However, by keeping an open mind, you will find there are a variety of ways that a job can be done.

REASONS TO DELEGATE

When leaders delegate responsibilities, members:

- Become more enthusiastic, involved, and dedicated.
- Share tasks, allowing the club to undertake more projects and activities.
- Complete club projects in a time-efficient manner.
- Develop skills and confidence to gain experience to step into club leadership roles.
- Grow a club that runs smoothly and effectively.

BENEFITS TO LEADERS

- Maintain calm by not spreading themselves too thin and “burning out.”
- Gain satisfaction from watching members grow and develop.
- Improve leadership skills in executive and administrative functions.

WAYS TO DELEGATE

After thoroughly explaining the requirements and deadlines:

- Ask for volunteers by a show of hands or sign-up sheet.
- Appoint or suggest someone for the task. This shows confidence in ability and potential.
- Assign the task to a committee to take the pressure off the individual or new leader.

GUIDELINES FOR EFFECTIVE DELEGATION

- Know members' talents and abilities in order to set them up for success.
- Support members by sharing resources, information, knowledge, and plans with them. Delegate meaningful segments or portions of tasks.
- Discuss the assigned task and set mutual goals and objectives. Clearly define the responsibilities, expectations, and bounds of authority for each delegated task. Emphasize the end goal, rather than the steps, to encourage creativity and innovation, while retaining focus. Communicate on the progress of the task but avoid micromanaging.
- Give accurate, honest, and tactful feedback to encourage growth.
- Delegate! As a leader, it can be hard to let go because you like being the "doer," but let your appointees have ownership of their assigned jobs.

SETTING THE TONE & CREATING A HEALTHY CLUB CULTURE

Setting the tone for your organization can be difficult at times, as leadership roles inherently come with stress and a glaring spotlight that can be unforgiving if not handled properly.

Be a leader whom you would want to follow.

When setting the tone for your organization always remember to put yourself in your team's shoes first. If you know that members look forward to coming to club meetings, you have taken a great first step in establishing a culture of success. If the opposite is true, your club's cultural climate could be headed in the wrong direction. Assess your club's activities and how club members interact with each other. Do they respect others' ideas and opinions and work together as a team? Are they invested in the club's projects? Or should a new format or ideas be introduced at meetings to increase interest and engagement? Recognize challenges and do not be afraid to propose changes when needed.

Always be accessible.

In setting the tone for your club, it is always a good policy to make yourself as accessible as possible to your club members. A collaborative atmosphere where people feel at ease with providing their input on any given topic fosters trust within the club, which contributes greatly to a culture of success.

Always maintain your composure.

Maintaining composure at all times is a key component to setting a positive tone for any organization. If the leader of a club regularly succumbs to the pressures around her and often loses her composure, the team around her will likely follow suit. A cool and levelheaded leader helps to foster a calm, steady culture within the organization.

Stay positive when adversity hits.

It is a given that every club is going to be hit with adversity. However, maintaining an eye on the future, keeping a positive outlook, and realizing that every setback is only temporary has a direct impact on

how the members around you react. Showing confidence that brighter days lie ahead, which they always do, imbues that confidence in the members around you and goes a long way towards building a positive culture for your club.

Make the mission bigger than yourself or the club.

As the leader of any club, you have the power to inspire. One of the most effective ways to do this is to clearly articulate the mission you have undertaken and what it contributes to the world around you. Whether serving in the club, District, or State/District of Columbia Federation, when members fully understand the lasting impact their efforts will have, there's a buy-in and a passion for fulfilling the mission that goes a long way towards creating a sustainable culture of success. In leadership roles, it is impossible not to contribute to the culture within the organizations we serve. Setting the right tone and staying focused on maintaining it over time can, and should, ensure that leadership efforts have a lasting impact.

DEVELOPING A LEADERSHIP ACTION PLAN FOR YOUR CLUB

A Leadership Action Plan helps leaders understand the club's strengths and weaknesses. The plan assists clubs in setting goals and taking actions to become stronger clubs. Consider making a Leadership Action Plan that will encourage self-examination and evaluation, develop action steps to achieve the goals in the plan, and set a timeline for accomplishing goals. Tools located in the Leadership Toolkit in the Digital Library on the Member Portal can be helpful in creating the plan.

Steps to include in a Leadership Plan:

1. Determine the strengths of club volunteers using surveys and small group meetings to determine interests.
2. Provide training:
 - a. Develop procedure books for Community Service Program (CSP) Chairmen or large project chairmen.
 - b. Develop a comprehensive list of responsibilities for officers and chairmen.
 - c. Hold group training meetings:
 - i. Provide resources (i.e., GFWC and state websites).
 - ii. Share club reporting information (the "how to," recording, and tracking data for projects, activities, and forms, etc.).
 - d. Establish important dates for club calendar, including deadlines for newsletters.
 - e. Determine financial needs either from the club or through donations.
3. Assign mentors to provide guidance for new leaders.
4. Hold a yearly planning meeting to establish goals and set timelines for the year.
5. Hold routine CSP or Advancement Plan committee meetings to plan projects and activities.
6. Evaluate your club projects at the completion of the work.
 - a. Were they successful/did they achieve the goal established?
 - b. If not, why? What could you have done differently?
 - c. Should they be done again?

A Leadership Action Plan is an important tool to ensure that the goals of your club stay at the forefront of all decisions and serve as a guide throughout the year. Revising the Leadership Action Plan periodically will keep the club energized and focused on manageable goals.

CREATING A PLAN OF SUCCESSION

An orderly transition of officers is the glue that holds an organization together. It implies stability, confidence, and continuity of operation. We must also be prepared for unexpected vacancies with a written succession plan in place. This can help the club handle the inevitable challenges of leadership transition.

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 depiction 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.
- Be sure to get 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.

Careful planning is the most important part of a successful transition. Plus, a strong transition plan helps members feel confident and secure. 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 also helps the current leaders “let go” through sharing of information. There’s no “easy” button for leaders, but those who have served long-term positions can face especially tough transitions. They are proud of their achievements and are attached to the projects they leave behind.

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 and letting go of role “ownership.” Somehow, all the information that is stored only in the leader’s head must be accessed and captured. But how? Consider creating a Transition Plan Checklist or use the one that can be found in the Leadership Toolkit.

LEADERSHIP & PERSONAL DEVELOPMENT RESOURCES

BOOKS

Gung Ho!, Ken Blanchard & Sheldon Bowles
Turn Around, Lisa Gable
The Power of Presence, Kristi Hedges
Tribes, Seth Godwin
Take Action Fighting for Women and Girls,
 Stephanie Foster
Eat That Frog, Brian Tracy
Dare to Lead, Brene Brown
Developing the Leader Within You 2.0, John
 Maxwell

Find Your Why, Simon Sinek
Getting Things Done, David Allen
How Women Rise, Sally Helgesen & Marshall
 Goldsmith
Never Split the Difference, Chris Voss
Start with Why, Simon Sinek
Ted Talks Guide to Public Speaking, Chris
 Anderson
The Infinite Game, Simon Sinek
The Motive, Patrick Lencioni

The Seven Habits of Highly Effective People,
 Steven Covey

The Speed of Trust, Steven Covey

Think Again, Adam Grant

Tiny Leaps, Big Changes, Gregg Clunis

Who Moved My Cheese? Spencer Johnson, MD

Simon Sinek: *How Great Leaders Inspire Action*
 (the book is *Start with Why*)

Brene Brown: *The Power of Vulnerability* (books
 are *Dare to Lead*, *Doing Greatly*, *Rising Strong*)

Dan Pink: *The Puzzle of Motivation* (the book is
 Drive)

Natalie Fratto: *3 Ways to Measure Your
 Adaptability, and How to Improve It*

Stanley McChrystal: *Listen, Learn, then Lead*

Drew Dudley: *Lollipop Moments*

WEBSITES

LivingAsALeader.com: Good blog articles and
 book summaries

ctb.ku.edu/en/building-leadership: Community
 Tool Box, Building Leadership resources

Readitfor.Me: Paid subscription service 200+
 book summaries

JamesClear.com: Building systems and habits

Trello.com: Free project management

Genhq.com: Leader in generational studies

PODCASTS

Craig Groeschel Leadership

Next Level Leaders with Nichole Harrop

Tiny Leaps, Big Changes

Women Taking the Lead with Jodi Flynn

TED TALKS

Amy Cuddy: *Your Body Language May Shape
 Who You Are* (power posing, the book is
Presence)

APPS

GLOSE

Libby, by OverDrive

Hoopla

Cloud Library

THE GFWC LEADERSHIP TOOLKIT

The Leadership Toolkit contains a variety of tools and resources to assist all members in developing leadership skills, providing additional training and growth opportunities. The Leadership Committee continues to update these resources to stay fresh and relevant. These resources are intended for use by individual clubwomen as well as clubs, Districts, and State/ District of Columbia Federations. Many of these tools can be used for workshop presentations. Utilize these resources for your own personal development or in support of growing our members into leaders. Whether you are a beginner, an advanced learner, or an expert in leadership, these topics will benefit all. Topics within the toolkit are recommended and submitted by GFWC Leaders. The Leadership Toolkit is in the Digital Library on the Member Portal.

To access the toolkit, you must first have a GFWC Member Portal account.

- To create an account, or login, go to GFWC.org and click on Member Login at the top right corner of the page. Or directly login from memberportal.gfwc.org
- Click on the Digital Library Page
- The Leadership Toolkit can be found under "Toolkits." The entire toolkit will download as a .zip file. To open the folder, just double-click.

The Leadership Toolkit is divided into four sections:

SECTION 1: LEADERSHIP DEVELOPMENT IS PERSONAL DEVELOPMENT

Leadership development is an ongoing journey of self-development and growth, and building these skills involves a commitment to personal growth. In this section, you will find valuable resources. There are assessment tools that will help you discover your own unique personality and your strengths. Knowing what your personality traits and styles are will give you a better understanding of how to work more effectively with others, to create balance and cohesiveness. Explore time management strategies to become more effective at balancing your time to get more done, become more organized, and handle a busy schedule. Learn how to prioritize to accomplish your tasks. Learn how to set goals and achieve them and to create a compelling vision for yourself.

With Focus and Determination, you can learn and build upon these skills to become a strong leader. It takes commitment, experience, and time.

SECTION 2: LEADERSHIP DEVELOPMENT OF MEMBERS

Growing future leaders is essential in sustaining a healthy, viable organization. How do I encourage growth and development of our members, you ask? In this section, you will find the tools to help you develop members into future leaders. Additionally, learn how to encourage and grow members, create a succession plan, and transition leadership when changing officers. As a leader, it is necessary to create a healthy club environment. Leaders set the tone, with a smile, positivity, and maintaining a sense of calmness. You will find tips on how to strengthen conflict resolution skills; we have all experienced that hint of tension when there's opposition between club members. As leaders, encouraging our members to step outside of their comfort zone, providing cross-functional training to promote growth, will grow our leaders and grow our future. Commit to growing our future. Utilize these tools, and let's build leaders.

SECTION 3: CLUB, DISTRICT, AND STATE/DC FEDERATION LEADER RESOURCES

This section is the largest, covering many topics related to leadership, and is intended for all members. Everyone has influence, and everyone can be a leader! These topics are operational, providing the tools for clubs to function well and provide all members with consistent information. Leaders can feel confident in running a club or State/District of Columbia Federation thanks to information on agendas, bylaws, protocol, parliamentary procedure, officer responsibilities, and budgets. Membership topics include starting a new club, a new member orientation, benefits of membership, and GFWC history and structure. There are also resources on social media, club communications, planning large meetings, and legislative involvement.

SECTION 4: RESOURCES FOR DEVELOPING A STATE LEADS PROGRAM

This section includes resources for developing a State LEADS program to provide leadership and personal development training to members within each state. The GFWC Leadership Committee encourages all states to provide LEADS training within their state. While only one member from each State/District of Columbia Federation can attend GFWC LEADS at the Convention each year, there is no limit to how many members can receive vital training in leadership skills if state leaders are intentional about providing opportunities. Within this section, you will find a list of Sample Agendas for 90-minute, two-hour, three-hour, or full-day LEADS sessions. Keep watching this section as new resources will be added to provide you with PowerPoint presentations and scripts that you can use within your state LEADS programs.

GFWC LEADS

The **GFWC Leadership, Education, and Development Seminar (LEADS)** identifies GFWC members at the local level who have the potential and desire to assume leadership positions in their State/District of Columbia Federation, and/or GFWC on the national level. Participation in GFWC 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.

GFWC LEADS is held annually on the day prior to the official opening of the GFWC Annual Convention. The program may include the following:

- Overview of public speaking, time management, vision casting, and conflict resolution.
- Explanation of GFWC resources, materials, and assistance.
- Outline of GFWC policies, parliamentary procedure, and protocol.
- Discussion of tips and techniques for pursuing personal growth and developing leadership opportunities.



One attendee from each State/District of Columbia Federation is eligible to participate in the annual GFWC LEADS program. GFWC demonstrates its commitment to training leaders by funding a portion of the expenses for candidates who are members of per-capita dues-paying clubs. LEADS candidates are asked to be responsible for a portion of their expenses as an affirmation of their personal commitment to leadership development and training. The State/District of Columbia Federation may also offer to fund a portion of expenses. LEADS participants are responsible for making their own travel and lodging arrangements.

One attendee from each International Affiliate is welcome to apply to and participate in LEADS for \$60.00. The GFWC stipend for travel and lodging allowance does not apply.

Contact your State/District of Columbia Federation Leadership Chairman for an application and deadline information.

STATE AND DISTRICT LEADS PROGRAMS

State/District of Columbia Federations and Districts are encouraged to hold a LEADS program to identify and develop strong potential leaders prepared to assume leadership positions. By implementing a well-designed LEADS event, the leadership experience gap will be addressed, and the talent and enthusiasm of a trained, confident group of volunteers will be more effectively used. The individual members, as well as our organization and communities, will benefit. State/District of Columbia Federation and Region leadership can determine when their LEADS program is best conducted. A new resource section has been added to the Leadership Toolkit for use in creating half- and full-day LEADS events using materials available in the toolkit.

Members of the 2026-2028 GFWC Leadership Committee are experienced and have diverse and comprehensive backgrounds. We are dedicated to GFWC and look forward to developing strong leaders through our partnership. The vision we cast as leaders while engaging our members will ensure an even greater impact by our GFWC clubs. Each GFWC Region has a representative on the Leadership Committee. Please reach out to these talented leaders for their assistance and guidance.

GFWC JUNIOR CLUB LEADERSHIP CERTIFICATION



The Junior Club Leadership Certification provides a structured pathway for clubs to provide leadership and personal development. Earning and maintaining this Certification demonstrates a club's commitment to educating members on GFWC and supporting leadership and personal development for its individual members.

The Junior Club Leadership Certification is available to all GFWC Junior and Juniorette Clubs to provide a benefit in support of recruitment and retention. Clubs earning the Certification will be recognized at GFWC Convention, on the GFWC website, and on social media. They will have access to an exclusive graphic for use in club materials and on social media.

Eight initial topics were offered via live webinars June-September 2025, with an opportunity for Q&A and discussion, and a recorded version of the topics was released post-webinar. These video topics are available through the Digital Library on the Member Portal. This on-demand content represents the introductory material that should be presented to club members to earn the JCLC.

To retain certification, clubs should demonstrate a continuing commitment to supporting and encouraging leadership and personal development.

EARNING THE INITIAL JUNIOR CLUB LEADERSHIP CERTIFICATION

For the 2026-2028 Administration, one representative from the club must complete [this online form](#) (by April 1, 2027 to be recognized at the 2027 GFWC Convention; or April 1, 2028 to be recognized at the 2028 GFWC Convention). The form includes an attestation that at least 50% of club members have viewed the on-demand offerings for the eight (8) initial topics. The form also seeks feedback on the initial offerings and suggestions for additional topics.

RETAINING THE LEADERSHIP CERTIFICATION

If a club earned the Leadership Certification in the 2024-2026 administration, the following criteria needs to be met to retain the certification:

- Provide the GFWC JCLC Welcome Video to new members and present the eight original topics to view on demand.
 - Leverage the GFWC Learning Academy to provide continuing education for club members, encouraging all members to either,
 - Complete the basic level courses in one category.
- OR
- Complete at least one basic level course in each of the seven categories.

As a club, you may choose which option is best for your club members. You may choose to select the category that members are asked to complete or identify a single course in each of the seven categories and present a mixed series for your club members to complete. At least 50% of club members must participate in continuing education via the Learning Academy.

Complete this form to retain your certification. The form requires that you attest to meeting both criteria listed above and asks you to report on how you promoted the Learning Academy and encouraged member participation. The form also provides an opportunity to evaluate the initial topics and/or the Learning Academy.

WEBINARS

There are eight webinars currently available for viewing. You can find the webinars in the Digital Library on the Member Portal under Junior Club Leadership Certification. There will be a survey available for your club to complete, to provide feedback on other topics clubs would like to see in the future. Additional resources and suggested reading lists will be provided for each topic. These resources will be available in the Digital Library on the Member Portal. Clubs can watch the webinars and complete the topics on their own schedule.

TOPICS FOR 2026-2028

GFWC Resources & Overview • Scope of Work • Tour of: • GFWC Website • Member Portal • Club Manual	Legislation • GFWC Advocacy – Historic Highlights & Current Effort • Legislative Action Center • Resolutions – Purpose and Process
Personal Development (Part 1) • Assessing your Leadership Personality & Strengths • Well-being	Leadership Development (Part 1) • Creating a Healthy Club Culture • Providing and Receiving Constructive Feedback
Team Development • Team Building • Goal Setting	Effective Meetings • Developing an Agenda • Motions
Leadership Development (Part 2) • Identifying and Developing Leaders • Leadership Transition	Personal Development (Part 2) • Building Personal Influence

AWARDS

GFWC recognizes State/District of Columbia Federations for outstanding projects and clubs for creative projects in implementing effective Leadership projects and Affiliate Organization projects as follows:

- **Certificate to one State/District of Columbia Federations in each membership category**
- **\$50 award to one club in the nation for project creativity**

Award winners will be determined by entries into the Award Program. Each State/District of Columbia Federations may submit one State/District of Columbia Federation Award Entry and one Club Creativity Award Entry for the Leadership projects. **Entries should be submitted to the State/District of Columbia Federation Leadership Chairman.** Forms are accessible to the State/District of Columbia Federation Presidents in the Member Portal.

Note: Clubs do not submit entries directly to GFWC or GFWC Chairmen.

Refer to the Deadlines for GFWC Awards and Contests sections of the Club Manual for more info.