

GFWC - MFWC Summer Institute

July 18, 2026

Leadership Handout – Utilizing Your Governing Documents

Step 1 – Plan – Reflection Time

Information from previous leaders:

_____ Agendas	_____ Scripts
_____ Articles	_____ Officer Reports
_____ Presentations	_____ Other: _____

_____ Job Descriptions with Timeline of Responsibilities
_____ Calendar of Meetings & Events
_____ Strategic Plan
_____ Document Storage Plan
_____ Other. List: _____

What is the next step you need to put in place to move you forward?

How is your information passed on from one team of leaders to the next?
Is this an effective practice?

What changes do you need to make?

Step 2 – Educate – Reflection Time

What planning pieces do you need to have in place?

What kind of icebreaker do you need to include at the beginning of your training?

What training components does your team need? Who will deliver this training?

Will this work for you? If not, what modifications should you make?
