



GFWC Leadership Education and Development Seminar (LEADS)

Information for GFWC State Federations

The GFWC LEADS program is intended to identify GFWC members at the grassroots level who have the potential and the desire to assume leadership positions in GFWC beyond their club. Participation in GFWC LEADS can help these members gain the capabilities, confidence and commitment necessary to pursue and achieve higher office and serve with distinction. The LEADS program is held annually the day before the official opening of the GFWC International Convention. It is a full day of activities, and includes breakfast and lunch.

- One attendee each year from each State Federation is eligible to participate in LEADS.
- GFWC will cover a portion of the attendees' expenses, including:
 - Round-trip travel to and from the GFWC Convention city, up to \$350
 - One-half of room charge for two nights at official Convention hotel
 - Breakfast and lunch during the LEADS program
 - \$10 Gift Certificate (on purchase of \$15 or more) for the GFWC Annual Convention Marketplace
- State Federations may consider underwriting a portion of attendee's expenses (i.e., additional lodging, meals, or Convention registration).
- LEADS attendees are expected to be responsible for a portion of their expenses as an affirmation of their personal commitment.
- LEADS participant is responsible for making her own travel and lodging arrangements.

CONTENT & PRESENTATIONS AT LEADS

LEADS may include the following:

- Presentations on conflict resolution, mediation, public speaking skills, time management, parliamentary procedure
- Explanation of GFWC resources, materials, and assistance
- Discussions on GFWC policies, procedures, and parliamentary law
- Tips and techniques for pursuing leadership opportunities

CRITERIA FOR PARTICIPATING IN LEADS

It is highly recommended that each state candidate for LEADS:

- Demonstrates leadership capabilities at the club level as an active club president, club officer, or club project or committee chairman.
- Exhibits a commitment to Federation.
- Exhibits an understanding of the GFWC mission of community service, illustrated by programs and projects in which she is or has been involved.
- Demonstrates leadership skills, including, but not limited to, organization, responsibility, trustworthiness, enthusiasm, and flexibility.
- Exhibits an interest in and willingness to pursue higher leadership positions in Federation.
- Agrees to share information gained from participation in LEADS with others in the state.
- Understands and accepts potential expenses involved in participation.
- Has not held elected positions at or beyond the state level. This criteria is recommended in order to encourage potential leaders at the club level to apply.
- Has not attended a previous LEADS program. Members are eligible to attend only once.

APPLICATION AND SELECTION PROCESS

Each State Federation selects one LEADS attendee annually. Attendees are expected to meet the criteria listed above. While the final selection is at the discretion of each State Federation, the following method of selection and standards for consideration should be followed.

Application

- State Federation may distribute Application Form (See below) to entire state membership through state communication channels, or may solicit nominations directly from clubs and districts.
- All recommended criteria for selection apply to both the open application and direct nomination processes.
- Applicant should provide information that directly illustrates how the criteria are being met.
- Two letters of recommendation or support are required, preferably from GFWC members at both the club and district or state level.
- Applications should be judged on a point system. Be sure to let applicants know what the system is in advance. (See below for a suggested point system.)
- The State Federation may determine how many nominations will be considered from each club or district.

Judging and Selection

A committee or panel of judges should make the final selection of the one state representative to the LEADS program. The panel could include the state Executive Board or Committee, or be appointed by the State President and/or Board. The following conditions should be met in any selection process:

- Panel should include:
 - Junior representative/s, if applicable in your State Federation
 - Representation from each district
 - State leadership chairman
 - Former LEADS participants
- The applicant's name, address, and club, and any other identifying personal information on the application form, should be concealed during judging, allowing applications to be considered solely on merit.
- Panel should adhere to accepted standards for selection, such as the suggested point system. (See below.)
- Panel should select one participant and one alternate who can fill in if the participant is unable to attend.

It is not necessary or recommended to include the criteria for applying and selecting LEADS candidates in the state bylaws or standing rules. However, the application and selection process should be widely publicized, thoroughly explained, and freely available to all members of the State Federation.

FOLLOW-UP

Applicants who are not chosen to participate in the LEADS program are excellent candidates for in-state leadership training opportunities, such as a mini-LEADS program held at the state convention or board meeting and modeled on the GFWC program. State Federations might have a state LEADS day at the annual state convention. GFWC LEADS graduates are encouraged to participate in state leadership training programs and assist the state leadership chairman. State Federations should institute a process for tracking the progress of their LEADS graduates, including information on club, district, and state offices they pursue and attain; how they share the information they gained in the LEADS training; and their level of participation in district and state activities. GFWC Headquarters maintains a list of LEADS graduates as potential speakers for the annual program.

Please see below for LEADS Application, Judging Criteria, and Participant Profile forms, and review the handout "Planning a Successful State LEADS Program" for a recommended timeline for planning and implementing a State Federation LEADS program.

For more information about LEADS and how it can benefit your State Federation, please contact GFWC@GFWC.org or 1-800-443-GFWC.



GFWC LEADS PARTICIPANT APPLICATION FORM

SUBMIT TO YOUR STATE FEDERATION

Name: _____

Address: _____

Phone: _____ Email: _____

Club: _____ District: _____

Above information should be concealed during judging process

List all local club offices and/or chairmanships held*: _____

List all district offices and/or chairmanships held*: _____

List GFWC club/district programs/projects in which involved*: _____

List positions at the district, state, and/or national level in which you are interested*: _____

Are you willing to:

- ✓ defray costs to attend GFWC LEADS not covered by GFWC or state? Yes ___ No ___
✓ return to the state and share what you have learned at LEADS? Yes ___ No ___

DEADLINE FOR SUBMISSION (date determined by State Federation):

* If more space is needed, please complete answers on reverse side of this form.

Return this form, along with two letters of support from active GFWC club members, to:

YOUR DESIGNATED STATE FEDERATION LEADS SELECTION REPRESENTATIVE

**GENERAL FEDERATION
of WOMEN'S CLUBS**

www.GFWC.org



SUGGESTED GFWC LEADS JUDGING CRITERIA

Applicant # _____

	Possible Points	Points
Has demonstrated leadership capabilities at club level as club president, club officer or project/program chairman	5	
Exhibits a commitment to Federation	25	
Exhibits an understanding of the GFWC mission of community service through programs/projects in which she is involved	20	
Demonstrates leadership skills, examples: organized, responsible, trustworthy, enthusiastic, flexible. Describe in narrative form on reverse side of this sheet.	10	
Exhibits an interest and willingness to pursue higher GFWC leadership positions	10	
Letter(s) of support	30	
Total Points	100	

Additional comments (if needed) _____

Signature of Judge

Date

GFWC LEADS Judging Criteria adapted from a form developed by Lee Humphrey, GFWC Kansas



GF WC LEADS PARTICIPANT PROFILE

COVER SHEET

DEADLINE FOR SUBMISSION – MARCH 1

LEADS PARTICIPANT INFORMATION (PLEASE TYPE OR PRINT)

Name _____
Mailing address (street) _____
City, State, Zip _____
Day Telephone _____ Evening Phone _____
E-mail address _____
Club name _____
State Federation _____

THIS FORM IS SUBMITTED BY

Name _____
Mailing address _____
City, State, Zip _____
Day Telephone _____ Evening Phone _____
E-mail address _____
Federation position _____

***Earliest date when GFWC HQ may provide information to candidate** _____

Submit this form, with a copy of participant's application form, State Federation nomination form, photograph (headshot preferred), and other supporting documents to:

General Federation of Women's Clubs
Attn: LEADS Program
1734 N Street NW
Washington, DC 20036-2990