

JM Leadership Worksheet – 2007

Circle membership category: 4-10, 11 – 21, 22 – 35, 36+

Club Name: _____

Report Author Email: _____

Indicate which projects that your club members have supported from January 1, 2007 – December 31, 2007 by filling in the information asked for next to any project your club did. Please try to report projects in the listed questions; if not possible, additional projects may be added to the list in the appropriate Program columns. **You are encouraged to give a description of the projects/activities (no more than 2 pages) in which your club has participated.**

# of Proj	Hours	Dollars	Presidential Emphasis Area	# of Proj	Hours	Dollars	Leadership
			Nominate candidate for NJSFWC Cecilia Gaines Holland Award				Attend # _____ District Councils by # _____ members
			Leadership				Attend NJSFWC-JM Annual Convention # _____ members
			Prepare and use agenda for each meeting				Attend State Fall Conference # _____ members
			Develop/Update Procedure Books for officers and chairmen				Attend GFWC Middle Atlantic Conference (MAR) # _____ members
			Educate members about Parliamentary Procedure				Attend NJSFWC Annual Convention # _____ members Attend GFWC Annual Convention # _____ members
			Annual orientation for all officers and chairmen				HOBY/Other Youth Leadership Programs
			Institute/Continue a Big Sister/Mentoring Program for new members				Organize/Attend community networking meetings or network with other agencies on specific issues. Please list on separate sheet.
			# _____ Members serving on State Board				Develop a leadership library/share titles of leadership books with members
			# _____ Members serving on State Committees				Study existing NJSFWC By-laws and submit proposed amendments
			# _____ Members serving as District Chairmen				Study proposed NJSFWC Bylaws amendments prior to Annual Convention
			# _____ Members serving as Club Officers				Use NJSFWC-JM Manual for Club Presidents
			# _____ Members serving as Club Chairmen				Use GFWC Club Manual
			Purchase a NJSFWC Yearbook # _____ @ \$23 ea				Nominate member to attend GFWC LEADS
			Hold: Report Writing Meeting				Nominate candidate for GFWC Jennie Award
			Hold: Budget Meeting				Nominate candidate for President's Volunteer Service Award
			Conduct: Audit				OTHER PROJECTS:
			Hold: Nominating Committee Meeting				
			Hold: By-Laws Committee Meeting				

Use the following formulas to assist you in calculating leadership volunteer hours and dollars:

Hours

State EC/Board Members/State Committee Members:

Volunteer Hours

____ of meetings *multiplied by the sum of* (# ____ Hours Preparing for Each Meeting + # ____ Hours Spent in Each Meeting + # ____ Round-trip Travel Time) = Total # ____ Hours

Club Presidents/Club Board Members:

Volunteer Hours

____ of meetings *multiplied by the sum of* (# ____ Hours Preparing for Each Meeting + # ____ Hours Spent in Each Meeting) = Total # ____ Hours

Club Department/Committee Chairmen:

Volunteer Hours

____ of meetings *multiplied by the sum of* (# ____ Hours Preparing for Each Meeting + # ____ Hours Spent in Each Meeting) *plus* # ____ Hours Spent Purchasing Items for Event *plus* # ____ Hours Spent Running Event = Total # ____ Hours

Tip: If a meeting generally lasts 2 hours, the rule of thumb is that it will take 4 hours to prepare for the meeting.

Dollars

(# ____ miles *multiplied by 14* cents) + \$ ____ tolls + \$ ____ monetary donations + \$ ____ value of in kind donations = Total \$ ____