

GFWC of Holden Beach



Leadership Survey

Member Name: _____ Email Address: _____

(Please review the following leadership opportunities. We will need Chairpersons and Officers to lead the organization. Please indicate from the list below your interest in the different areas of responsibility. Select your first and second preferences in each of the three areas.)

Area I - Committees (When asked, Club members are encouraged to serve.)

- _____ **Sunshine**—this group is responsible for spreading "sunshine" into the lives of our members as they experience difficult times. Examples to consider: greeting cards, prayers, phone calls, meals on wheels and visits.
- _____ **Publicity/Public Relations**-this committee is headed by the Corresponding Secretary with assistance from other members upon her request. It will be her responsibility to publicize all events and projects planned and conducted by the Club through articles submitted to the local newspapers. Most of the communication will be done via email.
- _____ **By-Laws Committee**-the focus of this committee is to review the current Club By-Laws, recommend needed changes, update the By-Laws annually and guide the Club in ensuring that we are accurately following them.

Area II - Community Service Program's Chairperson (All members to serve on a committee.)

- _____ **Arts** - CSP is designed to enable members to create and contribute to art education and activities in their communities. The Arts CSP coordinates annual Club involvement in the GFWC, GFWC-NC, District and local Festivals of the Arts and strives to enhance member appreciation of and participation in arts and crafts, literature and performing arts.
- _____ **Conservation** - CSP enables members to gain an understanding of and appreciation for all aspects of our environment and the world's resources, natural and man-made. The

Conservation CSP works with members in program areas towards beautification, energy awareness, recycling, resource conservation and water quality.

- _____ **Education** - CSP is responsible for promoting leadership training and continuing education for members and improvements to our public education environment. This CSP focuses on public school awareness, assistance for children with learning disabilities, literacy, and teacher appreciation. This CSP oversees the adoption of a school in Brunswick County and coordinates projects to help the designated school, especially helping children with learning disabilities. The Education CSP is responsible for the selection process and distribution of all academic scholarships, including the Sallie Southall Cotton Scholarship.
- _____ **Home Life** - CSP is designed to inform members of issues that affect the well-being of individuals, families, and communities by providing opportunities and resources to meet and address needs through volunteering. The Home Life CSP strengthens families and communities by creating a better quality of life for all citizens.
- _____ **International Outreach** - CSP is designed to enable members to become better world citizens through advocacy, education, and action, which will in turn affect change in and for our global friends and their communities.
- _____ **Public Issues** - CSP is designed to enable members to become better world citizens through advocacy, education, and action, which will in turn affect change in and for our global friends and their communities.

Area III - OFFICERS (Please choose an office if you are interested in serving.)

- _____ **PRESIDENT** - shall preside at all meetings of the Club and the Executive Board. She shall serve as an ex-officio member of all committees except the Nominating Committee. She shall be authorized to sign checks. All disbursement of Club funds to be made by the Treasurer shall be submitted to the President for approval. She shall appoint committees and fill vacancies of appointees as needed. She shall perform all duties as directed by these bylaws and Executive Board.
- _____ **FIRST VICE PRESIDENT** - shall perform the duties of the President in her absence. She shall be the Dean of Community Service Programs (CSP) and Committees. She shall assist the chairmen in formulating and promoting the current program of work, which must be in conformity with the purposes of work and policies of GFWC and GFWC-NC. She shall coordinate the work of the committees and assist and supervise the reporting process. She shall perform all duties as directed by the President or the Executive Board.
- _____ **SECOND VICE PRESIDENT** - shall serve as program coordinator. She shall work closely with the CSP chairmen to see that monthly programs of interest have been scheduled. She shall be the editor of the Club newsletter and shall keep members informed of Club happenings. She shall furnish one copy of the Club newsletter to the State President,

the District President and GFWC-NC Headquarters. She shall perform all duties as directed by the President or the Executive Board.

_____ **MEMBERSHIP VICE PRESIDENT** - Vice-President shall keep a record of membership and all documents of membership. She shall keep a record of attendance. She shall contact members who are absent. She shall host orientation meetings for new members prior to induction. She shall update the Club Yearbook with the help of the President. She shall issue all membership cards and yearbooks to members by the time of their induction. She shall perform all duties as directed by the President or the Executive Board.

_____ **RECORDING SECRETARY** - shall keep records of the Club and take minutes of all regular and Special Club meetings and Executive Board meetings. She shall provide a copy of the minutes of the regular meetings to members for review and approval. She shall perform all duties as directed by the President or the Executive Board.

_____ **CORRESPONDING SECRETARY** - shall assist the President with the general correspondence of the Club. She shall direct public relations activities, including providing such press releases or other correspondence as the President shall approve. She is responsible for collecting and appropriately disbursing all correspondence received by the Club. She shall perform all duties as directed by the President or the Executive Board.

_____ **TREASURER** - shall collect all dues and hold all funds belonging to the Club, shall deposit same in an insured bank approved by the Executive Board, and shall disburse Club funds on the order of the President. She shall serve notice on all delinquent members. She shall make a statement of all monetary accounts. The Treasurer shall present an annual report to the membership at the January meeting. Any matters concerning distribution of funds not listed in the budget shall require the approval of the Executive Board. She shall, with help from the President, furnish GFWC-NC with the names and addresses of all members, officers and committee chairmen and inform them of any changes during the year. She shall perform all duties as directed by the President or the Executive Board.

APPOINTEES - (Individuals shall be appointed by the President as needed.)

_____ **Chaplain** - shall provide prayers and invocations for Club functions..

_____ **Parliamentarian** - shall advise the President to assure Club meetings follow parliamentary procedures.

_____ **Historian** - shall keep an archive of Club newsletters, published articles concerning the Club, and such other items as deemed appropriate. With the help of the President, she shall provide annually an updated Club history to GFWC and GFWC-NC.