



GFWC Leadership Education and Development Seminar (LEADS)

Information for GFWC State Federations

The Leadership Education and Development Seminar (LEADS) is a successful training program intended for GFWC members who have been identified by their respective state federations for their potential and desire to assume leadership positions in GFWC beyond the club level. LEADS training is designed to provide these exceptional women with the skills necessary to pursue and achieve higher office and serve effectively. The LEADS program is held annually on the day prior to the official opening day of the GFWC Annual Convention. It is a full day of activities, and includes breakfast and lunch.

Overview:

- LEADS applicants submit an application to their respective state federations by the state deadline (sample application available online at www.GFWC.org).
- Each state federation may select one attendee each year to participate in LEADS.
- Following selection, each state forwards its candidate's information to GFWC Headquarters using the LEADS Participant Submission Form (available on line at www.GFWC.org).
- GFWC covers a portion of the attendees' expenses, including:
 - \$250 travel stipend
 - One-half of room charge for two nights at official Convention hotel
 - Breakfast and lunch during the LEADS program
- State federations may consider underwriting a portion of attendee's expenses (i.e., additional lodging, meals, or Convention registration).
- LEADS attendees are asked to attend the Annual Convention as an affirmation of their personal commitment to GFWC.
- LEADS participant is responsible for making her own travel and lodging arrangements.

PRESENTATIONS AT LEADS

LEADS may include presentations the following areas:

- 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 LEADS candidate:

- Demonstrates leadership capabilities at the club level as an active club president, club officer, or club project and/or committee chairman;
- Exhibits a commitment to Federation;
- Understands the GFWC mission of community service, illustrated by programs and projects in which she is or has been involved;
- Shows 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 GFWC LEADS program.

APPLICATION AND SELECTION PROCESS

Each state federation may select one LEADS attendee annually. Attendees are expected to meet the criteria listed above. While the final selection is at the discretion of each respective state federation, the following method of selection and standards for consideration should be followed:

Application

- State federation should thoroughly explain LEADS and widely distribute the application form (sample application available online at ***www.GFWC.org***) to the entire state membership through state communication channels.
- All recommended criteria for selection apply to both the open application and direct nomination processes.
- Applicant should provide information that directly illustrates how she meets the selection criteria.
- Two letters of recommendation or support from GFWC members must be provided.
- Applications should be judged on a point system. Be sure to let applicants know what the system is in advance.
- State federations 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 ideally include:
 - Junior representative(s) - if applicable in your State federation
 - Representation from each district
 - State leadership chairman
 - Former LEADS participants
- 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 listed in the sample application available online at ***www.GFWC.org***.
- Panel should select one participant and one alternate who can fill in, if the participant is unable to attend.

FOLLOW-UP

Applicants who are not chosen to participate in the LEADS program are an excellent source of potential candidates for in-state leadership training opportunities, such as a state 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 state leadership chairmen.

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.

For more information about LEADS, please contact GFWC@GFWC.org or 1-800-443-GFWC.

The direct link for all the LEADS Materials is:

www.GFWC.org/gfwc/Leadership_Education_and_Development_Seminar.asp



GFWC Leadership, Education and Development Seminar (LEADS) APPLICATION FORM

Name: _____

Address: _____

Phone: _____ Email: _____

Club: _____ District: _____

Please conceal applicants identity during selection deliberation

Please answer the following questions in as much detail as possible:

(Attach a separate sheet of paper if more space is needed)

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

List all district offices and/or chairmanships held: _____

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

Are you willing to:

- Cover costs to attend GFWC LEADS not covered by GFWC or state? Yes ___ No ___
- Share what you have learned at LEADS with your state's members? Yes ___ No ___

Return this form, along with two letters of support from active GFWC club members, to your state federation by the application deadline.