

Chairman: _____

For: _____

Your Counselor is: _____

Elaine Brickman
GFWC MA
2nd Vice President
Dean of Chairmen
2024- 2026

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GFWC

est. 1890

**GENERAL FEDERATION
OF WOMEN'S CLUBS**

MASSACHUSETTS

Jennifer W. Nowak, President

Attendance Dates for Chairmen

GFWC MA Board of Directors Meetings

10 am ~ 245 Dutton Rd, Sudbury

2024

June 1st, August 17th, & November 16th

2025

February 22nd, May 24th, August 16th, November 15th

2026

March 7th, May 30th

GFWC MA State Meetings and Conventions

October 26, 2024

April 26, 2025

October 18, 2025

January 24, 2026

May 2, 2026

2024 - 2026

**CHAIRMEN
HANDBOOK**

*Things you need to know now that you are
serving as a
State Chairman*

Attendance – See back page for dates

Board of Director Meetings ~ You are an important member of the Board of Directors. Come prepared at Board Meetings with a short presentation from your program area. We rely on you to help achieve a quorum at each meeting. Notify your Dean of Chairmen if you are going to be absent.

Club Leader's Day ~ Our Chairmen provide materials and information to educate club leaders and provide opportunities for clubs. You will be notified of this date soon.

State Meetings/Conventions ~ You may be asked to present at a state meeting or convention, please be aware of time limit and have a prepared presentation.

Important

Find ways to **promote the goals** and **resources** of your Special Program or Community Service Program. Use the **gfwc.org** and **gfwcma.org** websites! There is important information included in the **GFWC Manual**. Also, GFWC has emblems that can be downloaded for each Community Service Program category.

Expectations

Writing a State Chairman report (if applicable) written in January that summarizes your Chairman activities completed in the prior calendar year.

Reviewing, judging, and preparing club program and activity reports. Club reports are due on January 31st – (if applicable) as a Chairman you will be asked to help prepare award entries.

Resolutions ~ The Dean of Chairmen will be in touch with Chairmen of any areas for which related resolutions have a pending expiration date. You may suggest new resolutions to advance an area of public concern, concern of our membership, or as needed to align with GFWC resolutions.

Program fliers ~ You will be expected to prepare a one-page program flier to be posted on the gfwcma.org website. A copy of the previous flier is on the website now to view. The Dean of Chairman will help you with this process.

Federation Stationery ~ Request the digital copy of official stationery or email template from the Corresponding Secretary.

All printed material should include the GFWC MA logo (on front of brochure) along with the following as a Heading:

GFWC Massachusetts
Jennifer W. Nowak, President

Communicate with your Dean and Counselor
Communication is key! Use your Counselor as well as your Dean, so we are all on the same page as to your plans, attendance, and questions.

Club invitations ~ You may be invited to a club to speak on a focus area. Answer all invitations promptly, arrive on time for meetings, and keep within the time allotted to you.

Tip: *Support is all around you!*
Contact your predecessor, Counselor, or Dean of Chairmen for materials or ideas. Be sure to check the gfwc.org and gfwcma.org websites for up-to-date information.