

# **CFWC Workshop Paperwork**



# Wendy Curran CFWC 2nd VP Membership

Membership 101 What do you do First?

SEPTEMBER 6, 2022 4:00 PM



## Workshop Outline

10 minutes Meet and Greet
20 minutes of pages review and instructions
15 minutes of pointed interaction with club presidents
15 minutes of open conversation (the difficult questions)?
Thank you for attending, email me other questions.



Love to all, Aloha. Barbara Your CFWC President 2022-2024

All Workshops are on YouTube under the GFWC California Federation of Woman's Club Channel

### MEMBERSHIP begins with "ME"

Membership begins with "me." So simple to say...cute metaphor...hidden implications. Let's look at what this implies:

At the heart of ALL we do as members, without "ME" in Member or Membership, it is an empty promise. Please ask yourself: is the "ME" I put in Membership the best "ME" I can be? Am I fulfilling the promise to not only myself, but to all the members of the Club, and beyond.

Let's take, for example, YOU are the new member to the Club. Re"member" what that experience was like? Who took time to engage you in a conversation, asked your name, or introduced you to other members of the Club. OR, do you remember feeling left out, alone or like a fish out of water?



And, when the meeting got underway – did someone fill in the blanks as other members discussed a "project", an upcoming activity? And when they asked for volunteers for the upcoming bazaar, fair, city event, or even the BIGGIE – the Club's annual fundraising event. All the buzz was about that, who was going to do what, what time to be there, what everyone was wearing... did the "me" in you feel included?

Now, we have the basis for Membership Begins with "ME", and how can we help ALL our members? Let's remember what Mom always said: "just be the best you can be"..."do the best you can"..."I know you can do anything, if you just try."

Let's apply that to how we make the "ME" in Membership work for all of us. Re-invent our "me"s. First, remember how it felt when you joined the Club; the first activity you joined – big or small – and if that was not your favorite time as a New Club Member – promise yourself to help that new member feel they are a part of the group.

Second, at each Club meeting, engage those new members - talk with them, invite them to Club activities, share some of your favorite Club activities – and don't forget the Bingo or Bunco groups in your Club. Include activities from other clubs and District in the area.

Third, it is time to deal with the acronyms, etc. and how to understand all there is to know in your Club. Each member can help to wade through the alphabet jungle.

A good way to help new members - and maybe even other members who need a refresher – is to plan and present an Orientation Meeting. Think of some interesting titles for the meeting: New Member Get-Together; HELP...deciphering the Acronyms; etc. Present information to those who are new to the Club and our Federation. This is an excellent way to put the "WE" in Welcome.

That'r right – put the "WE" in welcome. You all know how to do this. Question is: when can you start? RIGHT AWAY!!! Plan that orientation right now, even before your September meeting. It can be as simple as you want – reviewing what the basics are that new members need to know. Or, you can have an Agenda that addresses multiple levels of our Federation.

I hope you are asking: "What are the basics that our Members might need to know about?" Might I suggest these topics:

- 1. Basic Club information start with Meetings: day, time, months, costs; brief explanation of what goes on at a meeting. How to make a meal reservation; if you have special drawings; speakers or entertainment; help with set-up or clean up (Meeting Hostesses).
- 2. Talk about Club Officers & Club Committees: positions, duties, project help. Provide each new member with a copy of the current Club Yearbook. Go through the book, point out Bylaws and Standing Rules.
- 3. Overview of Club Projects share what projects are called; give a description; explain why the Club supports the project; share how to volunteer; simple projects "done-in-aday" type; on-going projects what is needed and when.

I'm sure that as you compile your Orientation Agenda, you will want to include specific information on handouts so the new members can digest all you've presented. Please be prepared to provide help as the Club Year goes along.

Here's an idea – What if you planned a 2-part orientation. Start with Club info to begin, have lunch together, and then share District, CFWC & GFWC basics. Including information about District, CFWC & GFWC will take some time and I suggest you highlight the "basics."



- 1. DISTRICT New members need to know the basic information District Name, Meetings during the year, District Projects the Club supports and District Conventions. [Suggestion: with respect to discussion about representative delegates, you may need to share that at a different time or provide a handout that deals with delegates/voting, etc.]
- 2. CFWC Explain the acronym!!! Try to use the full name at first when speaking. Make a fun exercise and include it something so that they will remember what it means and what is the relationship to the Club.
- 3. GFWC second verse, same as the first! Just pertinent info to get the member use to what it means when they hear it at meetings or read about it.

Explain how to access information. Encourage members to sign up for our (FREE) CFWC Quick Bytes and (FREE) GFWC News & Notes – Again, this would make an excellent handout. And you might also remind ALL members to sign up for both.



HELP your members become part of our Federation. When "we" put the "we" in welcome, members feel included and part of something powerful. Helping your community, our state and nation, and even help others around the world.

Another good idea – partner your new member with a seasoned member. Think of all that could develop for a new member. Each new member deserves a mentor who can share information and guide a new member to help the Club. When we bring in a new member, "we" are the start of welcoming another partner in what we accomplish. IT IS THAT SIMPLE.

When your Club members help not only in your community, our world is better for it. So, can you all work on putting the "WE" in welcoming? That is how we move forward. I believe your members will respond to the challenge.

One final thought – please remember to include some of your Club's history in the orientation. Be proud of your Club and share your accomplishments. If WE don't share it, how will new members know all that your Club has accomplished.

OK – "ME"s, Membership Orientations await. And, it is "WE" that will welcome members. There isn't anything our Clubs cannot do without our Members! We've been doing that here in CFWC, the California Federation of Women's Clubs – since 1900.

Thank you for your time.

#### **NEW MEMBER ORIENTATION**

An Orientation for your NEW members is a wonderful gift you can share with them as they begin their journey. And if you have members who may not have had the opportunity to attend an orientation previously, remember to share an invitation with those members as well. Everyone benefits knowing what your "seasoned" Club members already practice.

- 1. Start your planning Create a Club Committee. Suggest Club President, VP, Treasurer, and 1 or 2 other Chairs each have something to say; share their experience. This orientation is basic in nature. It is important to have an Agenda so everyone can follow along.
- 2. Create the Agenda and determine what will be covered & by who; Create a catchy "theme"; maybe include lunch or light refreshments; Send out the date and invite members; who will get RSVP?



- 3. Basics to cover in the orientation:
- Club information meetings, dates, costs, reservations, helping in Club projects basic information: who, what, where, why
- Talk about Club Officers & Club Committees their duties and responsibilities; provide a current Club Yearbook to all; walk through the Yearbook where to find information, etc.
- Overview of Club Projects descriptions of projects; why you support; how to volunteer; what is needed and when.
- 4. Include information about:
- District meetings; District projects; District Convention
- \*\*\* discussions about representative delegates may need to be discussed separately or a handout provided\*\*\*
- CFWC EXPLAIN THE ACRONYM! Use the full name so members understand; help members understand relationship to the Club
- GFWC see CFWC above; Just basics; how they can access information; etc.
- 5. Explain how to access information; encourage members to sign up for CFWC Quick Bytes & GFWC News & Notes.
- 6. Prepare and distribute handouts; gives members a resource and where they can get help. Ask "seasoned" members to serve as a mentor for a New Member.
- 7. Encourage and follow-up with New Members.



### **MY A-Z TARGET LIST**

From Colleen Janssen, Orange District 2nd VP-Membership, 2020-2022 colleenj02@gmail.com or cell: (805) 813-0844 September 2020/Updated March 2021

See how many of the ew members you can recruit into your membership to help your club grow. (



- Accountant (Helpful with Treasurer duties and tax prep for your club.)
- B: Baker (Helpful with desserts and other catering for meetings and events.)
- C: City Council Member (Helpful while working with your City and other government agencies.)
- D: Dog walker (Usually a friendly, helpful person.)
- E: Eldercare expert (Usually a caring person, helpful with issues affecting aging members.)
- F: Florist (Possibly help with discounts on centerpieces for events, etc.)
- G: Great attitude (Every club needs a cheerleader)
- H: Hotel staff (Helpful with meeting room discounts and event catering.)
- Idea person (Has great ideas for fundraisers and projects.) 1:
- J: Journalist (Can help get coverage in a newspaper or on social media.)
- K: Knitter (Great project person.)
- L: Lawyer (Can help with bylaws, insurance, and legal questions.)
- M: Musician (Helpful with getting entertainment for events and fundraisers.)
- N: Nature-lover (Helpful with environmental and conservation projects.)
- 0: Optimist (A positive attitude can be contagious.)
- P: Printer (Helpful with printing your Yearbook, invitations, etc.)
- Q: Quilter (Another great project person.)
- R: Realtor (Knows everyone in a wide network. Can help finding event sponsors, etc.)
- S: Small business owner (Knows everyone, and connects with chamber of commerce members.)
- T: Therapist (Helpful with difficult situations between members; a calming influence.)
- U: Unemployed (Intentionally unemployed, ie. Retired, and has time to volunteer)
- V: Volunteer-minded person (A person who loves to volunteer to help in the community.)
- W: Writer (Can help with writing about the club for publication, etc.)
- X: X-event planner (This person loves parties and events. Their organization skills are amazing.)
- *Y:* Youth contact (Has connections with teens and college students as volunteers for events.)
- Z: Zoom expert (This has become one of the most important people to recruit during Covid lockdown!)



