

# CFWC Workshop Paperwork

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CFWC 1st VP Dean

First Vice President/Dean 101

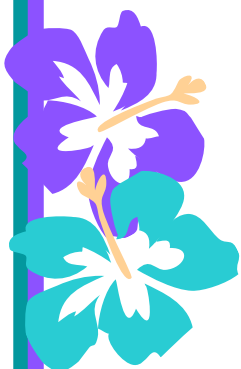
I am First Vice President/Dean

What's Next



AUGUST 30, 2022

9:00 AM



## 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

**Are you apprehensive about being  
a Cub First Vice President?**

**Who isn't? The best way to calm the fears  
is with knowledge and fun.**

Special Thanks to Dori Kelsey, CFWC 2018-2020 President,  
in putting together information included in this paperwork.



**Wow! I am the Dean or First Vice President for my Club.**

The first thing to do is check in with your Club President. You are a team. You work with the Club President's direction. She has a theme and possibly a President's project for the Club to all get behind and support.

The second thing to do is to read the Club Bylaws, District Bylaw and CFWC Bylaws. Understand that there is an order that the bylaws are followed in. First we do what the Club Bylaws say, then District, then CFWC, then GFWC and then if it is not covered by any of those four bylaws, then look up in Robert's Rules of Order, only if something is not covered by those four other bylaws do Robert's Rules of Order count.

The third thing is that you may or may not be a member of your District Board but by reading your District Bylaws you will know if you are a member or not. If you are, you must attend District Board Meetings or whatever your District refers to them.

## **Report Writing**

There is a misunderstanding about reports. You do not put everything you do in a narrative report. You put projects in a narrative report. It should be the Club's best projects first, second best project, third best project and so on until you run out of room.



All the time and money for other things along with the time and money for your main projects goes in the statistical report form. So the club does get credit of everything. It is different from what many valued, (seasoned) members remember. That means the statistical report form is the most important form for the CFWC because that is where we get the numbers that we use to show how much work is done

## **Other meetings you should attend**

It is important for you as the First Vice President to learn as much as possible. In many cases, you will either continue on to be Club President by running for the job or automatically moving on.

This is your time to watch the President and be trained by the President to take over her job and it is your responsibility to train the Second Vice President to take over your job.

With all that in mind, you should be attending all the District Meetings of your District. Part of your job along with the President's job is to bring information back from the District meetings to your Club.

The Area meetings each October are put on by the CFWC Membership Team for you to meet the three top officers and to learn about projects, grants and other things happening at the CFWC Level (State) and GFWC Level (International).

This may sound silly but your main job is to get training from the current President at District meetings and Conventions, Area Meetings or CFWC Meetings and at CFWC Conventions you are able to attend. The more training you can get the better.

Watch what the Club and District Presidents do when unusual things happen. Think to yourself, is this what you would have done? Is there a better way to do it or to handle the situation? Talk to the President in charge and find out if they had a good reason for doing what they did. The President may have known something you did not know. Don't assume you have all the facts.



As you read the Bylaws, you will find the duties that your Club has specifically assigned to your position.

You are a member of your Club's Executive Board and possibly the District's Executive Board.

You coordinate the activities of the Club Chairmen and if they have projects, help present them to the board or club depending on the size of your club.

Remember, in your dealings with Chairmen, other officers such as the Second Vice President and Valued Members, that you are training everyone to take a job or position either as a chairman or an officer.



## **WE DO NOT OPERATE IN A VACUUM.**

Log on to the GFWC Website and read the GFWC Club Manual. Read the CFWC Yearbook. There are project ideas and ideas for ways to operate your club. Help with Social Media, Websites and Facebook pages. There are Leadership and Membership helpful hints available to help you as you move forward as the First Vice President/Dean. Encourage your clubs to apply for Grants offered by GFWC.

## **WHEN THE PRESIDENT CANNOT MAKE A MEETING**

First thing, this is not an excuse for you, as the First VP, to go hog wild and pass all types of projects, rules or spend tons of money. You simply lead the meeting following the President's Agenda. You fill in for the President as if they were there.

If there is no Agenda, call or email the President and find out what she wanted.

There may be cases where the President is too ill or has even passed. Be sensitive to the Club members, don't jump in feet first. Make an Agenda with only the business needed to run the club for the month. Don't stop the Club's business but be sensitive.

The members may need time to allow what has happened to sink in and remember the previous President. Continue to conduct the necessary business of the Club in a timely and gentle manor. Use your common sense.



## **PROCEDURE BOOKS**

Procedure Books are great in concept but are quickly being outdated with the use of computers and things like memory sticks/jump drives. Some clubs are still using binders and paper for their procedure books, there is nothing wrong with either method.

Get rid of the idea that what we do is secret! There is nothing secret about what we do. Club finances are not secret by law. Every club member has a right to know. One thing we should all do is to share how we do our jobs with as many people we believe could be taking our place. Share business emails, from and to people. Share documents received and that you are sending out.

## How does your Club gather information for Reports?

In many Clubs gathering information is a job for the Dean or First Vice President. There are many ways to do this job. Here are a few:

3 x 5 Cards, are one method that can be used. You can hand them out at the beginning of each meetings and each member writes down what they did the past month. You can use one card per person or as many cards as each person needs separating the cards by projects or service areas. Collecting them at the end of the meeting body text

Prewritten Forms with all the club projects and areas written out so the members can run down the list and say yes, list hours, and dollars. These can be in booklet formats or on an 8 x 10 sheet of paper.

A Monthly Calendar, either handed out in January or each month for the next month. The members bring back the filled in Calendars each month or in December each year.



## Look for Projects

As the Dean or First Vice President it is your job to look for the new projects. You may bring them to the President or save them for when and if you become President.

One of the beauties of GFWC/CFWC is that with each change of leadership other things change too. Things like new projects. As President you can have a President's Project which is a special project everyone in the club works toward. It helps to focus the membership on one project.



You can change some of the dying projects. All of our clubs have one or two projects that have seen their "sell by date" come and go. We need to stop doing the projects people are no longer interested in and the ones that have out lived their usefulness. Just because "we have always done it that way" doesn't mean we must continue a project. "Bounce Forward"! Look for something fresh and new!  
From the CFWC.



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