



**Minnesota Women of Today**  
**2023-2024 MNJOTS CIP**  
**Administrative Vice President**  
 “You are Solid Gold”

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HELLO to the GOLDEN State Delegates,

*Thank you for taking the leap for the 2024-2025 MNWT year! I'm excited that you are taking on the fun and important position as your chapter's State Delegate. I look forward to assisting you with your year and was thrilled to be able to meet a few of you at the Annual Convention State Delegate Roundtable.*

*Annual was just the first of many occasions you will have this year to connect with each other, receive training on the organization and experience all that MNWT has to offer for leadership and personal development...you will be sure to shine like gold with these opportunities! Be sure to mark your calendar for the President/State Delegate retreat and all three conventions. You will have better success if you don't miss out!*

*Not all that glitters is gold—but we can be if we work together across the state. Our greatest asset is each other and the ideas we must share, along with the lessons learned, and successes experienced each month and trimester. I will be using a private Facebook Group for SDs only, [2024-2025 MNWT State Delegates | Facebook](#). In addition to the Facebook group, I will communicate through email, text, or call-per your personal preference. Please contact me with your preferred method of communication, it's important to me to meet you where you are this year to support you. Everyone's level of experience is slightly different along with how they learn and communicate.*

*Lastly, who am I? I joined MNWT in 2017 as a member of the Warroad Area chapter; I then moved and transferred to the Roseau chapter in 2021. Serving in positions on the chapter, district, and state levels. I love the friendships I've made and experiences. I've had—in every meeting I learn something new about an individual, chapter, or in areas of personal and professional development. MNWT has given me the opportunity and place to grow who I am as a person—I hope you are all allotted the same experience.*

*I live in a fixer upper with two Boston terriers, Gus & Gertie. My days are filled being a devoted aunt to 14 nieces & nephews and all their activities, crafting/sewing, reading, attending concerts, and going on any adventure laid before me!*

Thanks,  
 Andrea

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*I'm on the pursuit of*  
**HAPPINESS**  
 AND I KNOW EVERYTHING THAT SHINE  
 AIN'T ALWAYS GONNA BE GOLD **HEY!**  
 I'll be fine once I get it



**2024 – 2025 Calendar**

- June 12**– MNWT Tri 1 Webinar
- July 1** – USWT Founder's Day
- July 11**- Orientation Zoom
- July 15** – All Fast Starts Due
- July 28-Aug 3** – Membership Week
- July 29** – State Committee Meetings
- August 1** – National Night Out
- August 3** – Pres/State Delegate Retreat
- August 4** – USWT Friendship Day
- August 6** – National Night Out
- August 18-24** – Kid's Week
- August 30** – Close Out
- August 31** – State Delegate Tri 1 Report
- Sept. 2** – Project of the Tri & Outstanding Program manager Nominations.
- Sept. 22-28** –Women of Today Week
- Sept. 27-28** –Fall State Convention

# Congratulations on stepping into the State Delegate Roll!

## “Duties of a State Delegate”

**Serve as the liaison** between your chapter, the district and the state levels. Represent your chapter at all District and MNWT meetings & events. Liaison responsibilities include: voting for the chapter or coordinating all the votes of the chapter, keeping your chapter informed of events and happenings outside the chapter, help with New Member Orientations, and presenting awards your chapter receives.

**Encourage connections with others in MNWT** through chapter visitations and participation outside the chapter. Contact Chapter Presidents or State Delegates to arrange a visit to another chapter’s meeting or event. A signed agenda or written verification of the visit can be used for Fast Start verification.

**Extend the reach of MNWT** by acting as the extension representative for your chapter. Check with MNWT Extensions Director Kathy at [extensions@mnwt.org](mailto:extensions@mnwt.org) to see how you can help get a conversation started about extensions near your chapter.

**Be a Leader.** As a board member, you are a leader for others in your chapter. Assist your chapter president as she requests and utilize your District Director. Check your chapter by-laws and policies to know your duties and other operations of your chapter. Provide motivation and inspiration with a positive attitude. Bring the energy and make FUN a part of all chapter activities.

## “SUCCESS System for State Delegates”

Representative at district meetings ~ 25 pts  
Rep at state business meetings ~ 25 pts  
Rep at National meetings ~ 25 pts  
Attendance at State Committee meetings ~ 25 pts  
Representative at LOTS ~ 50 pts  
Attend President/State Delegate Retreat ~ 25 pts/member.  
Submit a Plan of Action and proposed local budget to District Director ~ 50 pts.

*For Presidential Bonus Points, see President or CMVP CIP. For more information about SUCCESS, see CMVP CIP or [mnwt.org](http://mnwt.org) under CMVP, Success Coordinator.*

## SAVE THE DATE!!

**Chapter President & State Delegate Retreat – Saturday, August 3rd**

This is one of the best opportunities to network with other state delegates and get some great training specifically geared for your position. There are also some fun activities mixed in too! We will be training on the Healthy Chapters, incenting, and enticing participation and the tactical and practical of being a State Delegate!

Be on the lookout for the registration form!

## “First Steps of a State Delegate”

**Read Your State Delegate Manual:** Everything pertaining to your position is covered in the manual. If you can’t find yours, ask your AVP for assistance.

**Put Your Plan of Action into Writing:** Put together specific goals for the year and how you plan to implement them. Talk to your chapter president and board for ideas in your area. There may be duties within your chapter, not stated in the manual..

**Complete Your Fast Start:** It’ll help get the year off to a GREAT start! All state delegates who complete their Fast Start will be recognized at Fall State. See page 4 for some helpful hints to help you complete yours.

**Log Your Activities:** Start keeping a log of your activities. Include visitations, news articles, promotions, incentives and recognitions used/given by you, and chapter member’s participation on the local, district, and state level. It’s a great way to keep track of what you are doing and if you are reaching your goals. Contact the AVP at [avp@mnwt.org](mailto:avp@mnwt.org) if you need help.

## Communications & Reporting is the Gold Standard

**Be creative in your presentation.** It is helpful to have a report at each meeting and to post in your chapter newsletter or Facebook group. There is always something coming up to report.

- **Create a Top Ten List** – Reasons why members should attend or participate
- **Offer Incentives** – Giveaways or drawings for discounts on registration, gas cards or goodies.
- **Make a personal connection**- sending an individual card, or having a one on one conversation via text or call can go along way!

**Trimester Report.** Track your chapter's activities and report each trimester. The State Delegate Report form can be found on mnwt.org under "Forms and Publications" or on the AVP home page. Here is the link for the online version: [EmailMe Form - MNWT State Delegate Trimester Report](#).

**Educate your members.** Use chapter newsletters or provide handouts at chapter meetings to educate members on topics such as CIPs, What happens at District Meetings, Conventions, Presidential Pin Nominations and State Committees.

## Tri 1 Articles for Chapter Newsletters

**What is a CIP (Chapter Information Packet) and when do we receive them?**

CIPs are available at MNJOTS, Fall State and Winter State. If your chapter does not choose to have CIPs printed they can be accessed online at mnwt.org by going to the State Publications tab. CIPs are uploaded the weekend of MNJOTS or conventions, so everyone has access in timely fashion!

### Project Fair at Fall State

What is the project fair? This event takes place on Friday evening only at Fall State convention. It provides members with the opportunity to meet the State Program Managers (SPMs), committees, promotions and MNWT teams in an expo type of format. The SPMs, as well as the other MNWT groups, set up information booths about their area and they make these interactive and fun for the members who visit them. There also are other vendors from the community with special interest items and products for women. Local program managers (LPM), be sure to identify yourself as an LPM to the SPM of your program area. The SPM would love to meet you and share some helpful hints and project ideas. There will also be a few informational training sessions. You don't want to miss the project fair!

## MNWT Webinar Night

Make plans to join the MNWT Tri 1 Webinar.

**Wed, June 12<sup>th</sup> at 6:00 pm**

Topics include:

- Stress Management
- Meet the USWT President & learn about USWT
- REACH introduction

Look for the link on the mnwt.org member page to register.



## Your District Meetings

- Held after convention (June, October, March/April).
- Focus on the chapters and providing for connection at a local level.
- A little bit of District business and a whole lot of Social, Service or Enrichment with each other.

Meetings will last about two hours. There will be chapter sharing, social time, speakers, or activities to do together.

## Chapter State Delegate Fast Start – Due July 15th

1. **Attend LOTS** or you can count the SD Roundtable at Annual Convention, a local training that you do with your President or Chapter Board, or a transition meeting that you do with a past State Delegate.
2. **Establish measurable goals and write how you will achieve them.** There is a SMART Goals Worksheet for State Delegates that can be immensely helpful for this.
3. **Schedule and make a visitation to another chapter.** Ask another chapter member to travel with you. Make sure to ask or let the other chapter know you will be attending.
4. **Submit an article about your chapter or a chapter project to the district newsletter or NEWSLET.** All districts should be publishing a trimester newsletter this year just prior to each District meeting. If not, ask to have your article posted to the district FB page.
5. **Attend district meeting and report on your chapter's first trimester activities.** Each DD may ask you to cover something specific. Talk with Chapter President and let them know you will be covering this.
6. **Report on upcoming district and state meetings at June and July meetings.**
7. **Submit at least one article to chapter newsletter PROMOTING district and state events.** If your chapter doesn't have a newsletter, this is a great opportunity to start one. Otherwise, how else can you promote the events? An email, FB post, flyers or a report at a meeting?
8. **Submit a preliminary trimester report either online or hardcopy to your district director and AVP.** List whatever information you have up to the point that you submit it. When submitting again at the end of the trimester, include everything.
9. **Verify that your Chapter Officer Sheet has been submitted for 2023-2024.** If not, work with chapter president to submit. Available online on the Executive Director page.

### ~~~Action Items ~~~

**Chapter Email.** Talk with Chapter President about who is responsible for checking the official MNWT chapter email. Confirm how information will be forwarded to you regarding your District and MNWT events. Connect with the AVP to let them know how you would like to be communicated with.

**District Meeting.** Contact your DD if you have not heard when your District meeting will be held. Start to promote to your chapter and arrange carpooling. Prepare a Lucky Buck item for the meeting if applicable. Keep track of all awards and recognitions received to report back to your chapter.

**Trimester Report.** Complete your SD Trimester Report by end of August.

**Chapter Mailing Highlights.** Check out this monthly document that has highlights from the State Officers, SPMs and Committee Chairs. CMH is available on mnwt.org under State Publications. This is a great source of information about what is going on and coming up in MNWT.

**State Convention.** Watch for information this summer about the upcoming Fall State convention. Begin to promote to chapter members.

**2023-24 MNWT State Delegate Facebook Group.** Utilize this page to share and look for resources and links to help you find what you are looking for.

**Follow MNWT Administration on Facebook.** Watch for weekly updates from AVP Andrea.