



Minnesota Women of Today
MNJOTS CIP 2024-25
 President
We Go Together

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Hello 2024-25 Chapter Presidents!

I am honored to be serving as your State President this year. Along with the full Executive Council, I am here to offer help and support to you and your chapters as *"We Go Together"*.

Congratulations on your decision to take a leadership role within your chapter. You have the incredible responsibility of leading and growing your team. I am excited for you because together we will help others enrich their lives, we will serve our communities, and we will continue to strengthen this organization to benefit women everywhere!

I want to focus this trimester on *"Be A Connector"*, when we help connect the dots for each other. The information in this Chapter Information Packet (CIP) is intended to help you connect the dots for your chapter to get your year started off well. You will also find information to connect you with MNWT resources when you need them. There are upcoming training opportunities that will extend those connections further that you won't want to miss. You will also find tips for connecting the dots in your chapter through communications. And last, I will connect you with various ways to recognize your members and those who support your chapters.

SAVE THE DATE! August 3rd let's connect in Monticello for the *President/State Delegate Retreat!* We will have fun and lots of learning...plus a Saturday evening Social for those who want to join me, AVP Andrea, and CMVP Shirley! Food, fun and a good time will be had by all; check out more information on the back page of the CMVP CIP.

If your chapter needs some guidance; whether it is short term, long term, or just some fresh and new ideas, please do not hesitate to give me a call or send me an email message. I am here for you and your chapter!

THANK YOU for all you do for the Minnesota Women of Today!

What would I like to see from you?
A few things to get started with:

- ✓ **Fast Starts** – these are due July 15th and are a great way to help you get started on a positive note
- ✓ **Monthly reports** – please take the time at the end of the month to complete your monthly report – they help your district director and me know how you are doing and what we can help with
- ✓ **Presidential Pin and Medallion nominations** – nominate your outstanding members for pins and medallions. Nominations for Fall State are due September 2nd
- ✓ **Webinars** – be sure to attend and encourage your members to participate – join us on June 12th
- ✓ **District Meeting** – make plans to attend and encourage your members to participate at your 1st Trimester meeting

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2024 Dates to Remember

Last Day Each Month: Chapter Presidents Reports Due

June

- 12: Tri 1 Webinar
- 26: President's Fast Start Zoom

July

- 1: USWT Founder's Day
- 11: MNWT Orientation Zoom
- 13: State Committee Meetings
- 15: All Fast Starts Due
Early Bird Renewals Due
- 28-8/3: Membership Week

August

- 3: President/State Delegate Retreat
- 15: All Renewals Due for Tri
- 18-24: Kids Week
- 30: Tri 1 Closeout

September

- 1: 990 Filing/Annual Registration Due
- 2: Tri 1 Success, Programming Report & Recognition Nominations Due
- 22-28: Women of Today Week
- 27-28: Fall State Convention

October

- 23: Tri 2 Webinar

Please consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.

— . . — Connecting for your Year — . . —

As Chapter President, you may be a little overwhelmed with what to do first *and* get everyone else going. Here's a little hint, and it's not just paperwork 😊... **complete the Chapter President Fast Start.**

Why? Your Chapter President Fast Start is your 1st Trimester To Do

List. Completing a fast start helps you plan your year. This helps to avoid scheduling conflicts and doing too much all at one time. It allows you to create a plan and put the focus of your year on your members and local community. *Do what you can or what you find valuable.*

HOW? Completing a Fast Start is as simple as one, two, three.

🐘 **Step One** look over and complete the items listed below

🐘 **Step Two** fill out the Fast Start: Local President online (Go to President from the mnwt.org Member homepage) Include the answers to your Fast Start (below). IF unable to complete something, just say that.

🐘 **Step Three** click Submit.

🐘 *If you would rather, you can document this information in an email to me.*

1. Date of your chapter's officers' training. This may have been done at a board meeting. If one was not held, share why.
2. Attend LOTS or other officer training. If you did not attend one, share why.
3. Hold training for local program managers. This could be for all members at a chapter meeting or with LPMs only. Ok if someone else runs the training.
4. Describe three membership ideas that you want to try this year.
9. Compile a chapter handbook to be handed out or emailed to each chapter member. Include a copy with your Fast Start submission.
12. Work with other chapter officers to develop a chapter budget. Include in your chapter handbook.
5. Attach a copy of a printed meeting agenda from 2024/2025 year.
6. Attach a copy of a chapter newsletter from 2024/2025 year.
7. Submit known trimester renewals to CSC postmarked by July 15.
8. Submit May and June monthly President Reports. Found on President page on mnwt.org.
4. Date of your chapters' 1st membership event, any time first trimester.
5. Document your goals & implementation steps. You can use the SMART Goals worksheet for State Presidents for help. Go to the President page on mnwt.org and scroll down to find.
11. Develop a calendar of events for projects in the following areas and include in your chapter handbook:
 - a. Ways and Means - Fundraising for the chapter
 - b. Membership - Recruitment & Member Socials
 - c. Programming - Personal Growth, Service Projects & Fundraisers (specific causes)

** There are no additional requirements this year.

MNWT Annual Calendar

The Minnesota Women of Today calendar is a useful tool for keeping up with happenings in the organization and will help you stay on top of deadlines. The full calendar is available on mnwt.org on the FELLOWSHIP page by clicking Events. The Events link can also be found by scrolling to the bottom of any page on the website. Refer to it often. Publish the dates in your newsletter and stick to the deadlines. It is there for your use.

Chapter Handbook

This is your plan and guide for the year ahead. Members should have access for easy reference. It can be very helpful to provide to new members as well! Information should be clearly stated and easy to follow.

What you include is up to you and what is most useful for your chapter. Think about it from a new member perspective! You also decide if this is printed, online or a combination.

Here are some items you can include:

- MNWT Creed and USWT Creed
- Letter from Chapter President
- Letter from State President – this will be emailed to the chapter email soon!
- Board members & contact info
- Local Program Managers & contact info
- Member Roster & contact info
- Calendar of Events
- Budget
- District Officers & contact info
- State Information & contact info
- Goals – Each board member or board as a group
- Meeting dates – chapter, district, region & state
- Expense reimbursement form
- Basics on chapter communications
- WT acronyms
- Chapter Bylaws & Policies
- Hostess schedule for meetings
- Chapter history
- Guidelines for a member
- Guidelines for a local program manager
- Programming overview
- Traits of a Healthy Chapter

Connecting to State Resources

Your chapter's board is the leadership team and part of your job is to make sure they have the resources they need to do their jobs. The State officers are here to help you all with getting started and strengthening and growing the chapter.

Programming

Michelle Kocak Jones and the State Program Managers have a lot of great information to share – make sure that your Programming Vice President and local program managers are passing on the information to your chapter – if you don't have LPMs or a PVP, designate someone to take the Chapter Information Packet and share a topic at one of your chapter meetings!

The Programming Team is here to provide ideas in each of the areas – Community Connections, Living & Learning, Priority Area/REACH, Women's Wellness and Youth of Today. Whether your chapter formally participates in all of these areas or not, check out the CIPs for great ideas and challenges for your chapter. You may find something new that your members will love.

Membership

MVP Carla Hanson, CMVP Shirley Viesselman, and Extensions Director Kathy Hansen are here to help you with all things membership! They want you to know that "You Matter" and are here to bring sparkle to our chapters by raising membership of all chapters to at least 15 members. They will share ideas to help you engage your members, meet their needs, and celebrate their accomplishments. Check out their CIPs, follow the Membership Page on Facebook and look for training/collaboration opportunities for more to come!

Carla is here for all things membership, Shirley for all things related to having a healthy chapter and Kathy is working on extensions to new communities. They truly are excited to work together with you in any way possible and help our organization to grow stronger!

Support Teams

The MNWT Support Staff is here to support you and your local activities. We enjoy visiting and supporting all chapters across the state. Reach out to us at any time throughout this year.

COB Chairman of the Board Amy Pumper is here for all things USWT.

Finance Connie Fink is your Financial Vice President this year. A new budget was created and is in her CIP – this will be voted on at the Fall State Convention and also sent out to the chapter emails closer to Fall State. Contact Connie with any questions or needs for help with fundraising.

Administration Secretary Liz Weigel and Parliamentarian Jeny Ohr are working to ensure we stay on task, follow proper procedures and take note of it all this year. They are here to help you in those areas. Liz is looking forward to receiving minutes to review. Jeny will also review chapter bylaws and policies while also creating a repository to hold district & chapter Bs & Ps!

Marketing Michelle Cloutier is your Marketing VP and is here to support your advertising and communication needs. Look for her information and suggestions in her CIPs and social media posts. Reach out if you need support in these areas. She also oversees the Public Relations and NEWSLET Assistants. Please make sure to submit articles and personal messages to the NEWSLET this year!

CIP 411

Connect these CIPs with the chapter members they are targeted for.

CIP Version – Chapter Position

- President – President
- AVP – State Delegate
- MVP – MVP
- CMVP – President and Board
- PVP – Programming VP
- Marketing VP – President, MVP, public relations/social media, and newsletter
- FVP – Treasurer
- Extensions – State Delegate/ MVP
- Secretary – Secretary
- Parliamentarian – Parli
- COB – Past President
- PA – President/ State Delegate
- SPMs – PVP and LPMs
- Committees:
- Future Directions – President/ State Delegate
- Membership Management – MVP

— . . — Opportunities to Connect — . . —

Are you looking to learn more for yourself or others to better support your chapter? MNWT offers a number of ways to get training or resources to support yourself and your chapter members. Here is a quick primer to help you understand what is available and what you can expect. If you have a learning idea, please reach out to me.

President & State Delegate Retreat. Gathering of chapter presidents & state delegates. Training on your position, leadership, and communications. Lots of time to share & connect with each other.

Conventions. Each convention brings new learning opportunities for all. Connect with others at roundtables for Presidents & State Delegates and for Programming and Membership. Also, there are forums lead by SPMs or outside speakers on programming topics. This year look for event information with more details on what is being offered to come out with registration information.

Orientations. Geared mostly to new members, a new chapter-focused orientation has been developed and is available on the Membership home page. And a state/district-focused orientation will be offered each trimester for members. New members will be invited in their 2nd & 3rd trimester of membership, though all members are welcome to attend at any time. And new mini-orientations are being created by the Membership Management Committee for chapters to use to educate members on MNWT.

Trimester Webinars. Each trimester in the month following conventions, a 2-hour webinar is offered on various topics. These are often lead by staff members on topics to enhance experiences for your chapter.

District & Regional Meetings. District meetings are held each trimester and Regional meetings are held each spring. In addition to business, an enrichment or training is part of the agenda. These will focus on an activity or skill that you can take back to your membership.

Chapter Mailing & CIPs. The staff & SPMs prepare information relative to their positions to help you with tips, ideas for activities, upcoming events, and challenges. All to help you in your chapter.

“Zoom” get-togethers. Some of the state staff will offer trimester calls to get others from around the state together to connect and learn from each other by sharing their concerns and what is working for them.

LOTS. Local Officer Training Session is offered at the start of each new year with position training for all board members as well as board training. A great opportunity to connect with others in your position!

MNWT Webinar Night **June 12 at 6:00 pm**

Make plans to join the MNWT Staff and other presenters for the Tri 1 Webinar.

Topics include:

- Meet the new USWT President and learn about the USWT
- Introduction to our new Priority Area - REACH
- Stress Management

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

Chapter President Fast Start **Zoom**

June 26 at 6:00 pm

Need help getting your year started or completing your Fast Start? Join myself and CMVP Shirley with tips and help with all of your questions.

MNWT Orientation Zoom **July 11 at 6:00 pm**

Geared to members in their first year of membership after a chapter orientation, though all members are welcome to attend. Come learn about Women of Today beyond your chapter and all that is offered.

Chapter President & State Delegate Retreat **August 3, Monticello**

This is one of the best opportunities to connect with other Chapter Presidents & State Delegates while also getting great training specifically geared for your position. We will be focusing on Team Building and Positivity in Leadership and some fun activities tucked in. Come for the day of training and stay for a fun Saturday evening social.

Registration forms are available on the Event page or President, AVP or CMVP home pages.

— . . — Connecting With Members — . . —

Connecting with the members in your chapter is your most critical role as a chapter president. This comes in many forms. It can be in your communications (or lack thereof), your meetings, attention to details with activities and in your recognition programs. Take an inventory of your touchpoints with your chapter members and evaluate if it is enhancing your members' experiences. How else can you add to their membership that will strengthen their engagement and commitment?

Communication Tips

Here are ten tips to enhance your communication you're your chapter members:

Be Clear and Concise. Clearly articulate your message and keep it to the point to ensure understanding.

Listen Actively. Communication is a two-way street. Encourage members to share their thoughts and listen to understand before responding.

Provide Regular Updates. Keep members informed about the chapter's activities and any changes. Let them know how they can sign-up or participate.

Use Multiple Channels. Utilize various communication channels such as email, social media, newsletters, and meetings to reach different members effectively. Be consistent in usage so members know where to go for information.

Be Approachable. Create an environment where members feel comfortable approaching you with questions or concerns. And that you will be receptive and responsive.

Tailor Your Message. Understand your audience and tailor your communication to resonate with their interests, concerns, and preferences.

Lead by Example. Demonstrate effective communication skills in your interactions with members. Your behavior sets the tone for communication within the organization.

Seek Feedback. Encourage members to provide input for you to improve your communication strategies.

Monthly/Trimester Chapter Recognitions. A simple recognition such as Member of the Month or Trimester can go a long way to encourage participation. It can be a simple card or certificate or may include an incentive or gift.

Project and Program Manager of the Trimester. Consider nominating chapter projects and members for these Programming Awards. Nomination forms can be found on the PVP home page of mnwt.org. They are due at the end of the trimester for recognition at Conventions.

Presidential pins and medallions. Each year, the State President awards Presidential Pins to our deserving members along with medallions awarded to chapter presidents and state delegates. Receiving a Presidential Pin is a high honor as no more than 75 MNWT members will receive a pin this year.

Please take 5-10 minutes each trimester to complete nominations for your outstanding members. Once a trimester, I will select members from the nominations received to be awarded the Presidential Pin. Inspire others and share what your members are doing to support your chapter.

Newsletter Recognition. Any member can take out a Personal in the NEWSLET to recognize a fellow member. If you don't have a similar section in your chapter newsletter, consider adding a section for members to give each other a high-five. Check out the Marketing VP page for information on NEWSLET Personals.

Send a card or make a call. When you want to say "thank you" or "I appreciate you", the most meaningful way can be a simple note in the mail or a phone call. People will appreciate the extra effort on your part.

CommUNITY Award

Each trimester every chapter can have MNWT recognize one non-MNWT person or business for their contributions to the chapter in the 2024-2025 year. This person can be anyone 18 years or older; a family member or friend or someone in the community such as a business owner or city official who goes out of their way to support your chapter. A certificate will be given to your chapter at convention for you to award to your recipient. If you would like me to help present your award, let me know.

— . . — Connecting President to President — . . —

I am here to support you as you are the one who holds your chapter together and strengthens our organization. In order to best support you, I need your communication and engagement. See below for what I can offer you and what will help me best support you and your chapter...as **WE GO TOGETHER**.

Monthly President Report

At the end of each month, please take 5-10 minutes to complete the online President Report. This goes to myself, CMVP Shirley, MVP Carla, your District Director and Exec Director Tanya.

The information you provide helps us understand how things are going in your chapter and where you might need support.

Don't hesitate to reach out directly for something critical or time sensitive, but all other items can go in the monthly report. I commit to acknowledging all reports in a timely manner. I look forward to hearing from you!

Succession Planning

Do you have a long line of members ready and willing to be the Chapter President each year? If so, count yourself lucky but most chapters are beating the bushes each year to find a new President candidate.

Your chapter can get ahead of this by implementing an annual succession planning process. This is where a group of members reviews the chapter membership to identify possible chapter leaders and work to prepare them for those roles. This preparation takes time and is best done out in the open with the cooperation of your members.

Materials are available on the mnwt.org site or staff members are available to help your chapter get started or to tell you more. Reach out to myself or CMVP Shirley.

Fun & Effective Chapter Meetings

- Have an agenda
- Decide on a purpose of the meeting
 - Specific business
 - Socialize with members
 - Learn something
 - Build WT skills-training/orientation
- Recognition of members or others
- Fundraising
- Service project
- Decide on time/length of meeting
- Know what members expect or would like from meetings...ask them!
- Plan a theme or focus for meetings. Think about attire, food, activities.
- Food? Does this work with location?
- Encourage attendance...on-time drawings, name tag prize, door prize
- Engage members with speaking parts
- Be positive, approachable & open to new ideas
- Manage the room...limit side chatter,
- Communicate before & after the meetings

Tri 1 Presidential Success Bonus Points

Submit Chapter Officer sheet by June 30

(25 points – verified by CSC)

Or

Donate \$25 or more toward printing the State POA

(25 points – verified by Secretary)

Or

Submit at least 3 Fast Starts (25 points) or 5 or more Fast Starts (50 points) - verified by CMVP

*** Only 1 Fast Start will be counted per position; One LPM Fast Start per Programming Area*

Or

Submit results of financial audit completed in 2024 to FVP (25 points – verified by FVP)

*** See FVP CIP for additional details*

Or

Submit Outstanding Program Manager Nomination (25 points – verified by PVP)

Or

Submit picture of City or Mayoral Proclamation for chapter to MKVP (25 points – verified by MKVP)

(Maximum 100 points) (Maximum 100 points)