



**Chairman of the Board  
Plan of Action  
2020-2021**

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Goals and Implementation

1. Serve as a liaison between the Minnesota Women of Today (MNWT) and the United States Women of Today (USWT) for the 2019-20 year.
  - a. Establish ONTO Committee to promote national conventions and solicit committee members.
  - b. Host visiting national officers at state meetings.
  - c. Promote USWT certifications at state meetings and in Chapter Information Packets (CIPs).
  - d. Represent MNWT at all national conventions and lead the delegation in matters of business and compiling awards and recognition.
2. Serve as Chair of the Elections Committee to secure president candidate(s) on or before January 10, 2021.
  - a. Select a committee member representing each of the four areas by Fall State 2020.
  - b. Assist presidential candidate(s) with filing, answer questions, and provide guidelines and guidance for those seeking an elected position.
  - c. Oversee and implement the elections as governed by the MNWT Bylaws.
  - d. Coordinate Area Meetings and the elections events at Annual Convention 2021.
3. Assist and oversee District Directors (DDs) with planning of 2021 Area Meetings.
  - a. Meet with DDs at Fall State, Mid-Year Exec and Winter State to determine Area meeting locations, format, and publicity.
  - b. Assist DDs with registrations forms, agendas, and scripts for Area meetings.
  - c. Provide Area meeting information in COB Winter State CIP and for website.
4. Coordinate and facilitate 2021 March Planning.
  - a. Secure a host chapter, date, and location for March Planning by 2020 Mid-Year Exec and assist with logistics planning.
  - b. Solicit recommendations from current Exec Council and committee chairs by February 15, 2021, prepare booklet of recommendations, and lead the event.
  - c. Compile final recommendations and actions and disperse to staff, committee chairs, and others as needed.
  - d. Work with presidential candidate(s) for training purposes following March Planning meeting.
5. Work with Committee Chairs to provide an informative and productive committee meeting each trimester.
  - a. Hold trimester zoom meeting with committee chairs to plan for meetings and other business, as needed.
  - b. Communicate with committee chairs on a regular basis and address questions and concerns.
  - c. Review agenda items prior to each meeting and ensure agendas/minutes are out at least two weeks prior to the meeting.
  - d. Oversee the committee chairs and ensure taskforce and sub-committees are meeting and ready to report at committee meetings.
6. Host past presidents in attendance at state meetings.
  - a. Recognize and welcome the contributions of past state presidents in attendance through beverage service at business meetings, open house held at conventions, and other miscellaneous items as deemed appropriate.