



Minnesota Women of Today

2024-2025 Plan of Action

Administrative Vice President
"You are Solid Gold"

Andrea Schue
808-292-5482
avp@mnwt.org
www.mnwt.org



Goals and Implementation

1. Work with the District Directors (DDs) to ensure they have the tools needed to help their chapters succeed
 - a. Work with each DD to establish their communication style then establish a communication schedule to meet their needs
 - b. Provide training to DDs at 5 events; collect feedback after each event to tailor future trainings:
 - i. MNJOTS: discuss/provide necessary information/tools to be successful, introductions to staff members with their expectations for the year
 1. District Meeting Handbook
 2. Visitation schedule/expectations
 3. Bylaw & Policy review
 4. Social media posting/sharing
 5. DD Manual
 6. Budget Reimbursement training
 7. Guidance for DDs to deliver a written and oral staff report at all Exec Council meetings
 - ii. Fall State: discuss challenges, issues, successes
 - iii. Mid-Year: revisit goals, discuss time management, discuss what is working
 - iv. Winter State: review year so far, succession planning
 - v. Annual: verifying information to be passed onto successor, end of year recognition activity
 - c. Encourage completion of their Fast Starts - receive 80%
 - d. Plan with each DD to provide training once a trimester
 - i. District meetings
 - ii. Chapter visits
2. Support State Delegates in communication, training, and chapter role
 - a. Send a welcome letter to each of the chapter state delegates
 - i. Introducing myself and let them know that they are solid gold
 - ii. Bullet point in welcome letter expectations for the year
 - b. Encourage completion of their Fast Starts - receive 70%
 - c. Provide or support trainings:
 - i. Roundtables at conventions
 - ii. Local Officer Training Sessions (LOTS)
 - iii. President/State Delegate Retreat
 - iv. Chapter Information Packets (CIPs)
 - v. Trimester State Delegate Reports
 - d. Hold once a Trimester a Zoom call with State Delegates
 - i. Share ideas and find creative ways to share at their chapter meetings
 - ii. Facility networking of State Delegates between chapters
 - iii. Keep them informed on upcoming dates for state and district events

3. Coach District Directors to work together as a team to provide successful district meetings each trimester
 - a. Brainstorm district meeting ideas
 - b. Review District Meeting Handbook
 - c. Use Facebook Messenger for reminders and discussion between in person events
 - i. Purpose to keep in touch and create a community of support.
4. Work with District Directors to prepare for Regional Meetings that are informative and useful
 - a. Brainstorm Regional Meeting ideas to include an enrichment, training, or service project
 - b. Work with COB on dates and locations
5. Assist Districts in finding new DD's for the 2025-2026 year
 - a. Ways to find new DD's
 - i. Information tables at Fall Project Fair
 - ii. Have information at District Meetings