

**FEDERALLY EMPLOYED WOMEN**

**FEW Leadership Opportunities are Career Enhancing**



**Examples of how to use FEW experience on your resume or performance evaluation**

**Board member**

- ❑ Developed strategic goals and long-range plans
- ❑ Reviewed committee decisions
- ❑ Chaired committee meetings
- ❑ Managed organization finances of \$500,000

**President**

- ❑ Presided at business and committee meetings
- ❑ Planned and implemented a training program for new officers
- ❑ Directed programming for events
- ❑ Prepared a president's message for monthly newsletter
- ❑ Maintained a good member communication

**Vice President**

- ❑ Presided at meetings
- ❑ Created and supervised new-member orientation program
- ❑ Instituted a program to welcome all guests
- ❑ Recommended and implemented a program to increase the retention of current members

**Secretary**

- ❑ Recorded official minutes for all meetings
- ❑ Submitted reports to National Headquarters
- ❑ Conducted correspondence for the chapter
- ❑ Maintained membership roster

**Treasurer**

- ❑ Supervised the preparation of formal budget
- ❑ Processed accounts payable and receivable
- ❑ Prepared and filed tax forms
- ❑ Presented financial reports to members

**Bulletin Committee Chairperson**

- ❑ Assigned and edited articles
- ❑ Solicited advertisers
- ❑ Designed bulletin
- ❑ Coordinated production and delivery with printers and Postal Service

**Education Committee Chairperson**

- ❑ Informed members of seminars, leadership opportunities and other education programs
- ❑ Interviewed candidates for local scholarships and national grants and loans

- ❑ Presented scholarship candidate recommendation to membership for approval

**Fund Raising Committee Chairperson**

- ❑ Planned and implemented a fund-raising activity that netted \$5,000
- ❑ Presented recommendations for fund-raising projects to membership
- ❑ Researched and developed event themes
- ❑ Negotiated contracts with sites, speakers and caterers
- ❑ Publicized events to media and membership

**Membership Committee Chairperson**

- ❑ Planned and implemented recruitment campaign that resulted in 12 new members
- ❑ Organized activities that increased the retention of current members from 75 % to 80 %
- ❑ Supervised the formation of a new chapter that resulted in 30 new members
- ❑ Submitted reports to National Headquarters

**Program Committee Chairperson**

- ❑ Planned, selected and scheduled educational programs and speakers for meetings
- ❑ Negotiated contracts for sites, speakers and catering
- ❑ Arranged speaker transportation, lodging and meals
- ❑ Communicated meeting and special events details to membership

**Publicity Committee Chairperson**

- ❑ Wrote, designed brochures and news releases
- ❑ Publicized special events and programs
- ❑ Maintained good contact with media
- ❑ Acted as spokesperson to media