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## Nesting Notes

## USWT National Secretary Plan of Action 2024-2025

### Goals

1. Communication
  - a. Monthly communications with State Secretaries and State Presidents.
2. Challenges
  - a. Provide challenges each trimester for State Secretaries.
  - b. Have 15 chapters and 7 states submit minutes and newsletters for feedback.
3. Training
  - a. Provide training and information to State Secretaries throughout the year.
4. Recognition
  - a. Provide recognition each trimester and at year end with incentives and awards.
5. Publications
  - a. Publish National Directory, Today's Leaders, board and business meeting minutes and all Chapter Mailings by deadlines.

### Implementation

1. Communication
  - a. Use email to challenge secretaries to get off to a fast start with a check list and introduce myself by August 31, 2024.
  - b. Use emails each trimester to promote challenges.
  - c. Use emails each trimester to share State Information Packets (SIP) and Today's Leader publications, along with any other publications as needed.
  - d. Contact State Secretaries and State Presidents for feedback on the Today's Leader.
2. Challenges
  - a. Provide a check list for State Secretaries to complete a fast start.
  - b. Encourage secretaries/newsletter editors to submit their minutes and newsletters for review through the use of emails, SIP's and the Today's Leader.
3. Training
  - a. Provide tips and reminders throughout the year.
  - b. Provide feedback for minutes and newsletters submitted for review with 20 days of receipt.
4. Recognition
  - a. Recognize all secretaries who complete a fast start with an incentive.
  - b. Recognize all secretaries/newsletter editors that submit minutes or newsletters.
  - c. Recognize outstanding state contacts each trimester.
  - d. Recognize outstanding newsletters each trimester.
5. Publications
  - a. Provide deadlines to National officers to ensure publications are complete on time.
  - b. Work with President and other officers to include current and timely information.
  - c. Meeting minutes will be typed and forwarded to the National President and National Staff as required.

### Travel

1. Attend board retreats and national conventions.
2. Travel to other states as time permits.

### Budget

1. Incentives \$50.00, awards \$15.00, and copies \$10.00. Total: \$75.00