



## USWT National Secretary Plan of Action 2025-2026

### Goals

- Communication:
  - Monthly communications with State Secretaries, State Presidents & National President.
- Challenges:
  - Provide challenges for each trimester to State Secretaries.
  - Have a minimum of 10 Chapters and 5 states submit minutes and newsletters for feedback.
- Training:
  - Provide training and information to State Secretaries throughout the year.
- Recognition:
  - Provide recognition for each trimester and at year end with incentives and awards.
- Publications:
  - Publish USWT National Directory, Today's Leader, board and business meeting minutes and all chapter mailings by deadlines.

### Implementation

- Communication:
  - Send personal introduction email to all State Secretaries via email.
  - Fast Start check list for State Secretaries sent via email.
  - Use email and USWT Website to promote trimester challenges.
  - Use email to send State Information Packets (SIP) each trimester.
  - Send Today's Leader to State Secretary's & State President's.
- Challenges:
  - Provide a check list to State Secretaries to complete a fast start.
  - Encourage secretaries/newsletter editors to submit their minutes and newsletters for review through the use of emails, SIP's and Today's Leader.
- Training:
  - Provide tips and reminders throughout the year in SIPs and Today's Leader.
  - Provide feedback for minutes and newsletters submitted for review within 30 days of receipt.
- Recognition:
  - Recognize all secretaries who complete a fast start with an incentive.
  - Recognize all secretaries/newsletter editors that submit minutes or newsletters.
  - Recognize outstanding state contacts for each trimester.
  - Recognize outstanding newsletters each trimester.

- Publications:
  - Provide deadlines for National officers to ensure publications are complete by deadlines.
  - Work with USWT President and other officers to include current and timely information.
  - Meeting minutes will be typed and forwarded to National President and National Staff as required.

## **Travel**

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

## **Budget**

- Incentives: \$50.00
- Awards: \$15.00
- Copies: \$10.00
  - Total: \$75.00