

The Write Direction



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USWT National Secretary Plan of Action 2026-2027

Goals & Implementation:

1. Communication
 - Maintain regular communication with state contacts twice each trimester through introductory emails, the Fast Start Checklist, and SIP & All Chapter mailings.
 - Communicate and collaborate with National President, as needed.
 - Establish deadlines for *Today's Leader* articles within two weeks of Year End Convention and communicate to the National staff and state contacts.
 - Send reminders and provide guidance to National staff and state presidents to ensure timely submissions.
 - Provide timely and relevant content to the Webmaster for website updates.
2. Challenges
 - State and Local Secretary Fast Start.
 - State and Local minutes and newsletters: Encourage at least 15 chapters and 7 states to submit minutes and newsletters for feedback.
3. Publications
 - Publish National Directory, *Today's Leader*, board and business meeting minutes and All Chapter Mailings by the respective deadlines.
 - Review the Secretary publications by the end of the second trimester to add relevant content focusing on AI, electronic filing, and emerging trends. Share updates with state contacts and post on the website by year-end.
4. Recognition
 - Recognize all secretaries who complete a Fast Start by August 1 with an incentive.
 - Recognize all secretaries/newsletter editors who submit minutes or newsletters.
 - Recognize outstanding state contacts and outstanding newsletters each trimester.
 - Honor state contacts on National Administrative Professionals Day (April 21, 2027).
5. Training
 - Provide tips, best practices and reminders via the SIPs and *Today's Leader*.
 - Offer constructive feedback on submitted minutes and newsletters within 30 days to support continuous improvement.

Travel:

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