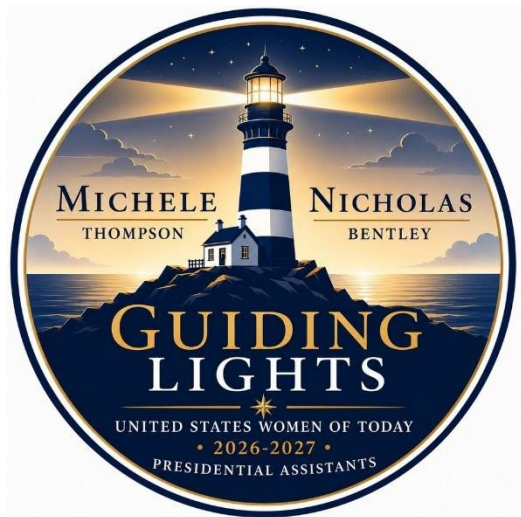




United States Women of Today 2026-2027 Plan of Action Presidential Assistants

**Michele Thompson
Nicholas Bentley**

Presidential Assistants (2026–2027)

Maintain Effective Communication with USWT Leadership

Maintain regular communication with the USWT President, staff, and Board of Directors to provide timely support and ensure organizational needs are met.

- Respond to requests from the USWT President within 48 hours whenever possible.
- Maintain monthly contact with staff and Board members as needed.
- Publish at least three Presidential Assistant articles in *Today's Leader* during the 2026– 2027 term.

Utilize email, phone calls, meetings, and organizational communication tools to stay connected.

Strong communication supports the President, Board, and overall mission of USWT.

Ongoing throughout the 2026–2027 term, with progress reviewed quarterly.

Action Steps

- Complete tasks requested by the USWT President via email or phone.
- Submit at least three articles to *Today's Leader* on relevant issues.
- Keep the Presidential Assistant webpage current by providing updates to the President and Webmaster.
- Assist the President, staff, and state presidents with requested information and projects.

Fulfill Required Leadership and Organizational Travel Responsibilities, attend key USWT meetings and events to support leadership initiatives and organizational goals.

- Attend 100% of scheduled staff retreats.
- Attend the USWT Mid-Year Meeting (October 2–3, 2026).
- Attend the USWT Year-End Meeting (June 2027).
- Participate in state visits with the USWT President when requested and scheduling permits.

Plan travel and scheduling in advance to maximize attendance.

In-person participation strengthens leadership support and organizational engagement.

Complete attendance requirements between Summer 2026 and June 2027.

Action Steps

- Attend summer and winter staff retreats.
- Attend USWT Mid-Year Meeting in Kansas City, Missouri, October 2–3, 2026.

- Attend USWT Year-End Meeting in June 2027.
- Accompany the USWT President on state visits as requested and feasible.

Coordinate President Appreciation Projects and Gift Collections

Successfully coordinate the Board of Directors quilt project and gift fund collection for the USWT President.

- Distribute quilt squares and instructions to all Board members at the October 2026 MidYear Meeting.
- Collect 100% of quilt squares by January 15, 2027.
- Deliver all quilt squares to Cindy K. for assembly by January 31, 2027.
- Collect gift contributions from Board members prior to conventions.

Establish clear deadlines and provide regular reminders to Board members.

These projects recognize and honor the service of the USWT President.

Complete quilt project and gift collections by June 2027.

Action Steps

- Distribute quilt materials and instructions at the October 2026 Mid-Year Meeting.
- Follow up with Board members to ensure quilt squares are submitted by January 15, 2027.
- Deliver collected squares to Cindy K. for quilt assembly.
- Coordinate collection of monetary contributions for President gifts before conventions. This format aligns each responsibility with the SMART framework while keeping it suitable for a board agenda, officer work plan, or annual performance goals document.