



# JUNIOR LEAGUE OF GREATER WINTER HAVEN

Dear JLGWH Membership:

The ability to slate women who can govern and effectively lead our League is critical. It is the goal of the Nominating Committee to deliver long-term results in line with the League's strategic direction. The Nominating Committee is excited to announce that nominations are now open for the following slated positions:

- President-Elect
- Treasurer-Elect
- Secretary
- Membership Vice President
- Community Vice President
- Fund Development Chair
- Community Research and Project Development Chair
- Sustaining Member Liaison
- Provisional Class Chair and Chair-Elect

The Nominating Committee will follow a candidate-initiated and competency-based process in which candidates are selected based on placement descriptions and widely agreed-upon leadership competencies.

If you meet the eligibility requirements (per relevant Bylaws and Policies) and are interested in one of these Board positions, please complete and submit the Application for Leadership Position and the Demonstrated Competency forms by the deadline. Additionally, if you would like to nominate a fellow League member for one or more of these positions, please complete and submit the Leadership Nomination form. All of these forms are available on the League website under Forms and Documents.

**\*\*Please note the following events for the spring of 2022 which will be required if you are slated to the JLGWH 2022-2023 Board. There will be a required 2-2.5 hour new Board/old Board Strategic Planning session and "Binder Exchange". You are required to attend the Board Retreat. Should an emergency arise, you must communicate with the President.**

	<u>Due Date:</u>
Nominations Deadline	12/01/2021
Application for Leadership & Demonstrated Competency Form Due	12/01/2021
Slating by Nominating Committee	12/04/2021
Notification to all applicants	12/04/2021
Slate sent to all voting members	12/06/ 2021

Voting on slate by membership	January 11, 2022
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The Nominating Committee seeks to ensure that members who are slated to serve on the Board have been selected based on competency skills specific to their Board positions. Though we emphasize the importance of protecting confidentiality of the actual slating decisions, we aim to make the nominating process highly transparent to all members.

If you are interested in serving on the Board and/or have questions about any of the slated positions or this process, please contact current President, Member Advisor or the Nominating Chair. We will do our best to answer your questions and want all members to be educated about the nominating process.

Sincerely,

Rhonda Todd  
2021-2022 President



# JUNIOR LEAGUE OF GREATER WINTER HAVEN

## 2021-2022 Application for Leadership Position

**Name:** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**Home Phone:** [Click here to enter text.](#)

**Cell Phone:** [Click here to enter text.](#)

**Email:** [Click here to enter text.](#)

**Preferred Method of Communication:** [Click here to enter text.](#)

Please check which of the following available positions you are applying for (Job Descriptions can be found at the end of this document or in the Placement Brochure):

President-Elect

Secretary

Community Vice-President

Treasurer-Elect

Fund Development Chair

Membership Vice-President

CRPD

Provisional Class Chair

Nominating Committee Chair

Sustaining Member Liaison

Please provide the names of TWO references. *Neither may be a member of your immediate family.*

### 1. Junior League Reference:

Name: [Click here to enter text.](#)

Home Phone: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

What is your relationship with this person and why have you chosen her as your reference?

[Click here to enter text.](#)

### 2. Community/Outside Reference:

Name: [Click here to enter text.](#)

Home Phone: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

What is your relationship with this person and why have you chosen her as your reference?

**NOTE: If necessary, your references may be contacted by telephone by the Nominating Committee.  
Written letters of reference will not be accepted.**

**Applicant's Certification**

- I am a member in good standing of Junior League of Greater Winter Haven.
- I have completed this application and necessary documents. All of the information contained herein is true. I have read the job descriptions and the positions for which I am applying. I understand what my duties and my role would be and, if slated, am willing to make the commitment of time and energy required for service in a governance position.

Diversity and Inclusion statement - Junior League welcomes all women who value our Mission. We are committed to inclusive environments of individuals, organizations and communities.

- I certify that I will uphold JLGWH's commitment to Diversity and Inclusion.

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**Signature**

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**Date**

**Please review the following and return any required documents:**

- Completed Demonstrated Competencies Form (**Required**),
- (OPTIONAL) Letter to the Nominating Committee, explaining why you are applying for the positions you have selected (one page maximum),
- (OPTIONAL) Resume detailing your professional, volunteer and/ or educational history.

Please return this form and all necessary documents to:

Rhonda Todd  
2021-2022 President  
Rhondatodd@outlook.com

**All Documents are due: December 01, 2021.**



# JUNIOR LEAGUE OF GREATER WINTER HAVEN

## 2021-2022 Demonstrated Competency Form

Please complete this worksheet with information about your past performance and behaviors as they relate to the core competencies for non-profit leadership (included with this document). Evidence of these skills may come from Junior League placements, your career, other volunteer experience, or any other situation.

Please rate yourself on each area below- 5 being best, 1 needing most improvement. Please reply with more detail on area(s) you feel are your strongest traits. Be sure to elaborate on at least one.

### 1. Self-Knowledge

<b>Integrity:</b>	
<b>Conflict Management:</b>	

### 2. Interpersonal Relationships

<b>Relationship Building and Maintenance:</b>	
<b>Listening and Understanding:</b>	
<b>Facilitation:</b>	

### 3. Strategic Thinking

Strategic Leadership:	
Vision:	
Organizational Identification and Representation:	

### 4. Leadership Skills

Oral Presentation:	
Written Communication:	

### 5. Additional information that you feel may be relevant for position(s) that you are applying for.

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# JUNIOR LEAGUE OF GREATER WINTER HAVEN

## Core Competencies for Nonprofit Leadership

### 1. Self-Knowledge

- **Integrity:** Keeps her word; trusted and perceived as direct; open and truthful; protects confidential information
- **Conflict Management:** Addresses disagreements and problems with others directly and objectively; views conflict as an opportunity to hear differing opinions

### 2. Interpersonal Relationships

- **Relationship Building and Maintenance:** Establishes relationships that cross internal and external organizational boundaries; brings people to consensus; works well in a group
- **Listening and Understanding:** Lets others speak without interruption or rebuttal; projects a genuine desire to listen and to help others
- **Influence and Persuasion:** Has the ability to bring others around to her viewpoint; is trusted and respected by others for her point of view; seeks win-win alternatives
- **Facilitation:** Ensures integrity of process; ensures all voices have the opportunity to be heard; allows for differences of opinion; remains neutral when facilitating a group

### 3. Strategic Thinking

- **Strategic Leadership:** Identifies results the organization will accomplish; examines strengths, weaknesses, opportunities and threats relative to the identified results
- **Vision:** Articulates a common vision that is easily understood, compelling and accepted; able to imagine the possibilities and believes they can become reality
- **Organizational Identification and Representation:** Believes in and acts in keeping with the organization's mission, vision and services; presents the organization and its policies, products and services in a favorable light to others

### 4. Leadership Skills

- **Oral Presentation:** Is comfortable speaking one-on-one, to a group, and to all levels of the organization; adapts message and style to her audience; clearly presents ideas
- **Written Communication:** Has the ability to analyze, interpret, and display information in written form; expresses ideas with clarity and in language appropriate for the audience





# JUNIOR LEAGUE OF GREATER WINTER HAVEN

## Descriptions for Board and Leadership Team Positions Open to Nomination Process:

### BOARD

#### President-Elect

The President-Elect shall assist the President in the general work of the League and shall assume the duties of the President in her absence. She shall serve as Chair of the Bylaws Committee. Nominees should have served at least 3 years on Board and in capacity of one or more of the following roles: Secretary, Membership VP or Treasurer. Other considerations may be given.

#### Secretary

The Secretary shall conduct the general correspondence of the League. She shall take minutes of all Board meetings and General Membership Meetings, chair and oversee the Communications committee and prepare the annual report.

#### Treasurer

The Treasurer shall prepare and evaluate the financial well-being of JLGWH Inc., collection of funds, payment of financial obligations, and preparation of the annual budget. She shall research and provide recommendations to both the Board of Directors and the general membership to maintain a healthy financial profile. She shall serve as Treasurer to JLGWH, Inc. \*Treasurer-ELECT should have at least 2 years of QuickBooks experience or take online training which should be completed prior to June 1st of Elect year.

#### Membership Vice-President

The Membership Vice-President shall maintain a correct classified list of the names and addresses of all members and shall notify in writing all members in regard to changes of classification of membership. She is responsible for reporting membership status to AJLI and facilitating transfers of membership. She shall perform the duties of the Secretary in her absence. She shall oversee the Provisional Class Chair, the Sustainer Liaison and Membership advisors.

### MANAGEMENT TEAM

#### Fund Development Chair

The Fund Development Vice-President shall coordinate, oversee, monitor and evaluate all fund-raising and solicitation activities of JLGWH, Inc. in a manner that creates positive relationships with our partner organizations. She shall direct all Fund Development activities and events and campaigns of the League.

#### Community Vice-President

The Community Vice-President shall coordinate, oversee and evaluate the Teacher Mini-Grant program, the Silver Tassel Program and the Golden Gloves program. She shall work with CRPD to monitor the needs of the community.

### **Community Research Project Development Chair**

The CRPD Chair shall coordinate the training, communication, and interaction of community related committees and programs. She shall be knowledgeable about League policies and procedures and be current on the needs of the community.

### **Sustaining Member Liaison**

The Sustaining Member Liaison shall ensure sustaining members are advised of the activities of the League. She shall report to the Membership Vice President of any changes of information or status of sustaining members. She shall plan an annual activity for sustaining members.

### **Provisional Class Chair and Chair Elect**

The Provisional Class Chair is responsible for the education and training of provisional members. She shall lead monthly provisional trainings and is responsible for reporting the attendance and community service hours of provisional members to the Membership Vice President.