

California  
Workforce  
Connection

EDUCATION ★ INNOVATION ★ OPPORTUNITY

# DISTRICT III LEADERSHIP TRAINING

Saturday November 23, 2019

Oxnard AJCC

# *AGENDA*

- 10:00-10:15** Networking/Refreshments
- 10:15-10:20** Welcome/Opening Statement  
District III Director Dadisi Elliott
- 10:20-10:25** CWC Vision & Mission  
Val Moeller, Past District III Director
- 10:25-10:45** District III Business Meeting  
Dadisi Elliott, Facilitator
- 10:45-12:00** Feature Motivational Speaker:  
Deborah Schulner, Chief of Staff  
“The Leadership Challenge”
- 12:00-1:00** LUNCH
- 1:00-2:45** Local Chapter Officer Duties and Responsibilities:  
President/Dadisi  
Treasurer/Val Moeller  
1stVP/Dinah White  
2nd VP/Lidia James  
Secretary/Cindy Schulenburg  
By-Laws/Operating Procedures/Val Moeller  
Communications & Media/Mary Navarro-Aldana
- 2:45-3:00** Closure/Q & A

# VISION & MISSION

## **Vision**

The California Workforce Connection (CWC) will transition professionals for evolutionary leadership changes and demographic partnerships.

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## **Mission**

The California Workforce Connection (CWC) empowers individuals with the skills to be successful through mentoring, coaching, visionary leadership, and educational training.

# CWC Values

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- To enhance the knowledge and proficiency of members interested in all occupations in the workforce development arena.
- To support administrators in the continued improvement of programs and services.
- To foster a partnership with organizations that have common interests regarding workforce development.

What's in it for me (WIFM)?

**OR**

What are the benefits of joining  
California Workforce Connection?

# Professional Development

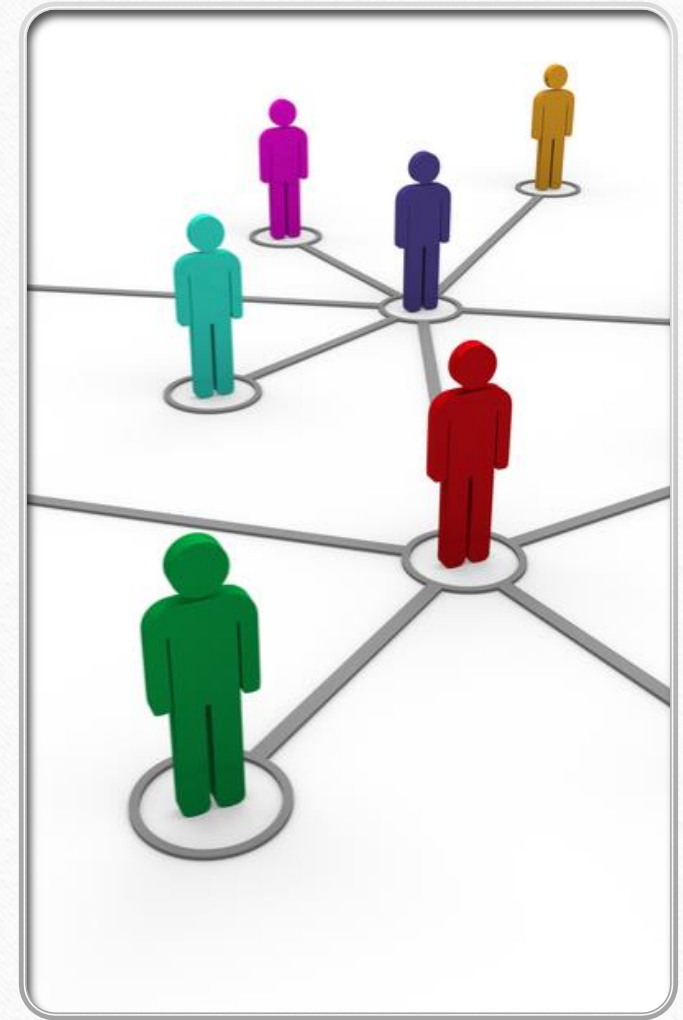


**CWC helps you gather the right tools for your professional “toolbox”**

- Locate leadership resources & provide leadership opportunities
- Network your skills and market your personal brand
- Identify and fine tune your personal and professional skills
- Publish an article in a membership publication
- Educational and Leadership Grants & Scholarships\*

# Networking

- Meet professionals in multiple career fields
- Locate and work with a mentor
- Get feedback from those who know
- Create bridges to resources that can help you obtain your professional goals



# Personal Development—Lifelong Learning



**CWC membership enables you to easily**

- Create personal & professional relationships with like-minded people
- Access to more leadership opportunities—mentoring, volunteering, community projects
- Hone your skills and increase the capacity of your abilities
- Be recognized for your outstanding achievements
- Educational and Leadership Grants & Scholarships



# Grants / Scholarships & Certifications

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- Karl E. Bybee Education Grant Program
- Patricia Thornton Scholarship Fund

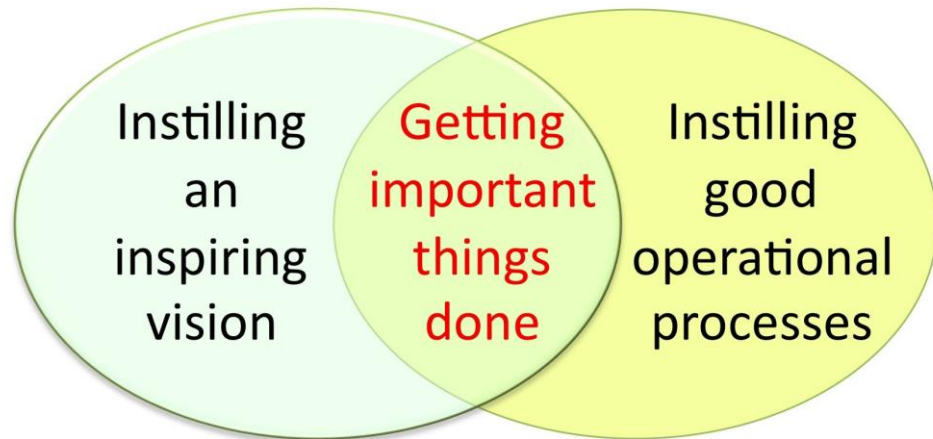


## **FUTURE ENDEAVORS:**

- Workforce Professional Training
- Certified Education Courses

# CWC Employee Advantage

## Leadership & Management



By David Truss - <http://pairadimes.davidtruss.com/leadership-and-management/>





# District III Director Vision and Mission

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## VISION:

To increase CWC District III efficacy thru enhancing culture of continuous quality improvement and professional excellence.

# District III Director Vision and Mission

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## MISSION:

Ultimately improving member satisfaction by developing and providing motivational leadership, education and training, uplifting networking, and great customer service.

# Goals and Objectives

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- Regular meetings
- 1-3 Lunch and Learns
- Membership Plans
- Increase Membership by 5

# “10 Habits of Leadership”

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MOTIVATIONAL SPEAKER  
Deborah Schulner, LACWSD Chief of Staff

# DISTRICT III BUSINESS MEETING

## AGENDA

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- 0.0 Call to order - Dadisi Elliott
- 1.0 Introductions - All
- 2.0 Review and Approval of the Agenda - Dadisi
- 3.0 Approval of the Minutes - All
  - 9/28/19
- 4.0 Treasurer's Report - Val Moeller/Dinah White
- 5.0 Announcements - Dadisi
- 6.0 Old Business - All
  - Education Chair
  - Denim & Diamonds Awards Gala
  - Chapter Bylaws
  - Chapter Calendar of Activities



# DISTRICT III BUSINESS MEETING

cont...

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- 7.0 New Business
  - Chapter Reports – Due to 1<sup>st</sup> VP by Jan Board Meeting
  - District Educational Conference (SAVE THE DATE)
- 8.0 Location/Calendar of 2020 District III Meeting
  - Nov 23 - LTC
  - Jan 10 -
  - Feb 14 -
- 9.0 Adjournment



# Lunch Time

# PRESIDENT

## Local Chapter President

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- Schedules and presides at monthly Board Meetings and at quarterly General Membership Meetings.
- Attends up to three CWC Board of Director Meetings per administrative year. Assigns a proxy if unable to attend.
- Prepares one documented package of quarterly local chapter report and presents with oral highlights at Directors meeting.
- Local Chapter Presidents have a vote on California Board.
- Local Chapter President's training will probably be held in July or August on a Saturday morning prior to the State Board Meeting.
- Past chapter officers are mentors and advisors. You are not expected to do it alone!

# 1<sup>ST</sup> VICE PRESIDENT

## **First Vice President: Shall**

In the absence of the President, the First Vice President will preside at all meetings of the Chapter and Executive Council/Board.

Will perform such duties associated with the general conduct of Chapter's affairs as may be assigned to him/her by President, Executive Council/Board or by voted action of the Membership.

Participate in policy formation and enforcement.

Reviews committee chair activities, collects committee chair progress reports, and submits culminating report to the President, Executive Council/Board, and Membership of committee activities.

Secures facilities, speakers, and markets events as recommended by the President, Executive Council/Board or by voted action of the Membership.

Delegate duties to other officers, the secretary, members, or volunteers as necessary to complete the business of the Chapter as directed by the Association, Executive Council/Board, or the Membership.

## **Timeline:**

**July:** Officer Training with Chapter 2<sup>nd</sup> Vice President and Chapter President  
Review Bylaws and Operating Procedures with Chapter President

**Ongoing:** Work with Chapter President to prepare for and facilitate events for members.

Oversees all committee activities in the Local Chapter and reports to the Chapter President of all committee activities and proposals.

# 2<sup>nd</sup> VICE PRESIDENT

## **Second Vice President:** shall

In the absence of the President and the First Vice President, the Second Vice President will preside over all meetings of the Chapter and Executive Council/Board.

Will perform such duties associated with the general conduct of Chapter's affairs as may be assigned to him/her by President, Executive Council/Board or by voted action of the Membership.

Act as Educational Chairperson by organizing training and general interest educational events for Executive Council/Board or Membership.

Act as Recognition Chairperson by collecting, reviewing, and putting forth chapter awards for both local Chapter and Association.

Secures facilities, speakers, and markets events as recommended by the President, Executive Council/Board or by voted action of the Membership.

Delegate duties to the committee chairpersons, secretary, members, or volunteers as necessary to complete the business of the Chapter as directed by the Association, Chapter President, Executive Council/Board, or the Membership.

### **Timeline:**

**July:** Officer Training with Chapter 1<sup>st</sup> Vice President and Chapter President

Start drop file for awards

**December/January:** Write award packets and mail to 2<sup>nd</sup> Vice President of CWC.

(Optional) Host local awards celebration for nominees.

**Ongoing:** Identify and encourage management teams to recognize their staff.

Monitor EDD communication for Kudos, achievements, notable events, etc. to add to your drop file.

Encourage fellow board members to monitor their local offices for achievements to add to your drop file.

# TREASURER

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- **Treasurer**
- Maintain records of income and expenditures.
- Pays the bills, deposits checks, and reconciles the account.
- Responsible for the collection of money and verifies attendees at events.
- Prepare and submit quarterly reports to CWC Treasurer.
- Should know the fundamental application of the Quicken program.

# SECRETARY

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- Appointed or elected and attends local meetings to record minutes.
- Assists with preparation of the quarterly report.

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# **BY-LAWS & OPERATING PROCEDURES**



# OFFICE REPRESENTATIVE

1. Keep an up-to-date list of members in the office(s) you represent.
2. Distribute or circulate to members (and non-members when appropriate) flyers, announcements, newsletters and other materials of the Local Chapter, District, and CWC. As appropriate, post copy on bulletin board(s) with approval from appropriate management.
3. Keep members informed about local, district, and State functions, programs and activities, e.g., meetings, institutes/conferences, conventions, contests, etc.
4. Solicit and encourage member (and non-member when appropriate) participation in CWC functions, programs and activities.
5. Introduce yourself to new employees, explain **CWC** goals, describe the functions, programs and activities of the Local Chapter, district, and state chapter, and extend an invitation to join CWC.
6. Ask employees in your office(s) to join CWC. Keep them informed about functions, programs and activities to encourage membership.

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# **COMMUNICATIONS & MEDIA**

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# EDUCATION CHAIR

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# **MEMBERSHIP CHAIR**

# Q & A

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# CLOSURE



*That's all Folks!*