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Dear Multiples of America member,

Perhaps you just signed on to join your club's board. Perhaps you volunteered to serve as an elected officer. Or perhaps you are wanting to grow into a leadership role at work or in another community organization.

Whatever leadership journey you are on, this toolkit is for you! It provides resources to help you grow as a leader. Many are specific to club leadership. However, the recordings, presentation, and resources can be applicable to individual growth as a leader in any venue.

Contents of this toolkit:

- *Toolkit specs cover letter*
- **Your Leadership Journey** – Start your leadership learning here! Learn about six leadership styles and what it takes to be an effective leader. Discover what it takes to be a PLUSH leader. *Available in pdf format for viewing or download.*
- **Club Tips for Presidents** – This tips sheet details the duties and responsibilities of a club president and offers tips in areas such as: communicating and delegating, setting an agenda, and conflict resolution. *Available in pdf format for viewing or download.*
- **Club Tips for Treasurers** – This tips sheet details the duties and responsibilities of a club treasurer and offers tips in areas such as: vouchers and receipts, monthly financial statements and group exemption filing. *Available in pdf format for viewing or download.*
- **Club Tips for Creating a Budget** - This tips sheet is a step-by-step guide for creating the annual club budget. *Available in pdf format for viewing or download.*
- **Club Recordkeeping: Why It Matters?** – This article reviews the importance of recordkeeping in terms of legal, financial, and planning compliance. Best practices are shared, including for digital recordkeeping. The article is an excerpt from the April 2025 issue of *Club Helpline*. *Available in pdf format for viewing or download.*
- **Leading a Business Meeting** – This resource reviews ideas for conducting effective business meetings with your club and your board. Tips for before, during, and after the meetings are shared. *Available in pdf format for viewing or download.*
- **Consent Agenda Meeting format** – Using a consent agenda format for a club or board meeting can save time and focus discussion. This resource offers the “how tos” of the consent agenda. *Available in pdf format for viewing or download.*
- **List of Suggested Books and Resources on Leadership** – Looking for more ideas? Review this list of books, presentations, and online videos.

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**CONNECTING + SUPPORTING MULTIPLE BIRTH FAMILIES**

*(Also known as the National Organization of Mothers of Twins Clubs)*