



A COMMANDER'S MOST IMPORTANT ROLES ARE LEADING, LISTENING AND INNOVATING, I.E., COMBINING THE ART AND SCIENCE OF COMMAND WHILE COMMUNICATING A VISION AND INSPIRING COLLABORATIVE, RESULTS-ORIENTED ACTIONS TO ACHIEVE MOWW'S STRATEGIC GOALS.

• PRE-INSTALLATION ACTIONS

- Region & Department Commanders-Elect: ensure predecessors provide information and material as needed, including, but not limited to:**
 - A copy of checklist (including your predecessor commander's notes & comments)
 - Region Bylaws
 - Chapter/State/Department/Region Commander & Staff contact information
 - Prior year "Region Commander Report" (www.moww.org, "Companions Only," "MOWW Convention Book.")
 - Prior year "Annual Financial Review" report, as applicable
 - Organizational flag, each according to the level of command
- Region Commander:**
 - Contact oversight VCINC for guidance, issues, etc. Routinely share that information and other guidance with department/state/chapter commanders. (See "MOW National Directory" for contact information)
 - Contact department/state/chapter commanders to address and resolve immediate issues
 - Guide/assist all region chapter commanders in developing and implementing their Chapter Action Plans

• ACTIONS UPON INSTALLATION

- Region/Department/State Commanders:**
 - Be familiar with:
 - The MOWW Constitution
 - The MOWW Bylaws
 - The MOWW Strategic Plan
 - The MOWW Policy Manual
 - The MOWW National Directory
 - The MOWW website [www.moww.org]
 - Confirm current authorized signers for all bank accounts, funds, etc., as listed by the financial institution(s), are incumbent chapter officers, i.e., valid signers. Ensure there are at least two valid signers
- Region Commander:**
 - Appoint state commander(s), as required, IAW the MOWW Constitution and MOWW Bylaws
 - Meet with region staff, and meet telephonically with department and state commanders
 - Publish, distribute and track "Region Goals & Objectives," which should be based on MOWW Strategic Goals
 - Prepare the Annual Region Commander Schedule in coordination with region staff, and department/state commanders. Include activities such as: (1) MOWW Convention; (2) Region/Department Conferences; (3) chapter visits; (4) YLCs; (5) Massing of Colors, and; (6) special events, e.g., Memorial Day, Veterans Day, Armed Forces Day, Flag Day

• FILING WITH THE INTERNAL REVENUE SERVICE (IRS) & CERTIFYING WITH THE MOWW TREASURER GENERAL (TG)

- NLT 15 days after each chapter's FY ends, annually verify each chapter commander appointed Financial Review (AFR) Committee members to conduct an AFR using MOWW Form 21, "Annual Financial Review" (to be kept in permanent chapter records).**
- NLT 40 days after each chapter's AFR is appointed, verify each chapter performed an Annual Financial Review using MOWW Form 21 (www.moww.org, "Companions Only," "MOWW Forms"), and that all discrepant areas were corrected within 30 days.**
- NLT 90 days before each chapter's FY ends, verify that each chapter treasurer has the MOWW website user name ("moww") and password ("preamble1919") needed to submit online MOWW forms on file**



- NLT 90 days before each chapter's FY ends, verify that each chapter treasurer has the chapter filer's IRS user name, password & EIN needed to file with IRS online on file**
- NLT 60 days after each chapter's FY ends, verify each chapter's treasurer successfully filed the chapter's "e-Postcard" via the IRS website**
- NLT 60 days after each chapter FY ends, verify that each chapter's treasurer emailed a copy of IRS filing acceptance to the MOWW Treasurer General at treasurergeneral@moww.org**
- NLT 30 September annually, verify that each chapter's treasurer successfully submitted the online MOWW Form 9, "Financial Management Certification," via the MOWW website (www.moww.org)**

NOTE: "Verification" and "confirmation" involves viewing documentation demonstrating required actions were successfully done on-time, and/or verifying that required information is on file in permanent chapter records

● REQUIRED REPORTS

- Region & Department Commanders:**
 - Provide guidance to subordinate commanders as to conducting an Annual Financial Review, filing with the IRS and certifying with the MOWW Treasurer General. Follow-up and track compliance to ensure the entire command fully complies with these requirements and their respective timing
- Region Commander:**
 - NLT 1 June annually**, submit the Region Commander's Annual Report for the annual MOWW Convention Book to the MOWW Chief of Staff (simultaneously, send a copy to the applicable Oversight VCINC). Request annual chapter reports and attach them to the annual Region Commander Report
 - NLT 30 June annually**, report region election results and appointment of state commander(s) to the MOWW Chief of Staff (include MOWW Director-related information) using online MOWW Form
 - NLT 1 November annually**, submit a Mid-Year Region Report to the applicable oversight VCINC for the Mid-Term EXCOM meeting (coordinate with oversight VCINC for guidance)

● REQUIRED POLICY & PROCEDURE COMPLIANCE

- Ensure chapters have a Chapter Action Plan (CAP) supporting MOWW Strategic Goals, and Program Element Plans (PEP) supporting each chapter outreach and internal program, e.g., Scouting, Information & Publicity
- On a quarterly basis, review the MOWW Region Report and take action as appropriate within the organization
- Annually, review and understand what is required, and ensure chapters comply with:
 - Annually file with the IRS as a non-profit, tax-exempt 501(c)(19) organization [www.irs.gov]
 - Annually certify with the Treasurer General (treasurergeneral@moww.org) using the online MOWW Form 9
- Submit individual individuals for awards who display excellence and deserve recognition

● CHAPTER VISIT ACTIONS

- Region & Department Commanders:**
 - Host and/or participate in the installation of officers, new members, etc. (See MOWW Policy Manual)
 - Publicize those activities in the *Officer Review*™, chapter newsletters, annual reports, etc.
- Region & Department Commanders:** when visiting sub-elements, attending conferences, etc., recommend:
 - Carrying a notebook, etc., with procedures for ceremonies and awards, and other information as required, e.g., MOWW Policy Manual, Chapter 10, Awards, Decorations & Citations [www.moww.org]
 - Carrying MOWW "Coins of Excellence," Regular & Perpetual Membership pins, a US & MOWW desk flag set, etc.
 - Bringing MOWW Membership Brochures" (Tri-Fold), available at www.moww.org, MOWW Store, "Miscellaneous"

● ACTIONS THROUGHOUT THE YEAR

- Region & Department Commanders:**
 - Oversee region, department, state and chapter activities; provide timely guidance and assistance as necessary
 - Attend annual MOWW Convention. Post-convention, provide "Highlights & Summary Report" to sub-elements



- Ensure all chapters (and other Region elements, as applicable) have an Employer Identification Number (EIN)
- Ensure all chapters (and other MOWW sub-units, as applicable) file IRS Fm 990-N (e-Postcard) with the IRS and submit the IRS email certifying a successful IRS filing, and a MOWW Fm 9, "IRS Reporting Certification," to the MOWW Treasurer General (treasurergeneral@moww.org) [www.irs.gov] [www.moww.org]
- Identify Chapter, Department & Region Coordinators for the following, and notify the national committee chairs:
 - Membership, Recruiting & Retention.
 - Scouting (i.e., Boy Scouts of America & Girl Scouts of the USA)
 - ROTC & JROTC (Required)
 - Patriotic Education Program, e.g., Youth Leadership Conferences (YLC), Massing of Colors (MOC).
 - National/Homeland Security and Law & Order
 - Information & Publicity
 - Newsletter. NOTE: Also send newsletters to the Historian General (see MOWW National Directory)
 - Others as needed
- Send vital records to MOWW Historian General. See MOWW National Directory for contact information,
 - Newsletters (a chapter newsletter repository is at www.moww.org, "Companions Only," "Chapter Newsletters"
 - Companion Profiles
 - Conference & meeting minutes
 - Original Charter
- Invite CINC and Oversight VCINC with oversight to Region Conference(s), etc.

• UPON COMPLETING ANNUAL TOUR OF COMMAND — WHETHER OR NOT REELECTED

- Brief successor commander if a new commander was elected and comply with "Pre-Installation Actions" above with successor.
- Brief region commander if a department commander, and brief the Oversight VCINC if a region commander
- Write individual award recommendations, and ensure program award recommendations are prepared and submitted to the applicable national committee chairs in accordance with MOWW guidance and suspenses