



• GUIDANCE

- Help chapters be increasingly successful in their Homeland Security outreach programs IAW MOWW Strategic Goals
- To understand committee roles & responsibilities, be familiar with and use the entire MOWW website (www.moww.org), e.g.,
 - MOWW Constitution, MOWW Bylaws, MOWW Strategic Plan, and MOWW Policy Manual, e.g., programs, awards, responsibilities
 - MOWW forms, e.g., MOWW Form 21, “Chapter Planning Guide,” the several commander checklists
 - MOWW website (e.g., awards, reports, forms, awards, policy letters, etc.) [www.moww.org]
- Be familiar with and use the “Tips & Guides” and “Training & Development” sub-sections, etc., in “Companions Only” section

• MEMBERSHIP

- Committee will consist of Chair, Vice Chair, Region Homeland Security Coordinators, and the applicable Oversight VCINC
 - The Commander-in-Chief (CINC) appoints the Chair and the Oversight VCINC; the Chair appoints a Vice Chair
 - NLT 30 August, region commanders appoint Region Homeland Security Coordinators and inform the Committee Chair
- NLT 30 September, annually, the Chair informs MOWW/CS and the Oversight VCINC of the committee membership

• DUTIES AND RESPONSIBILITIES – Chair and Vice Chair

- Assist chapters achieve their Homeland Security Program objectives IAW MOWW Strategic Goals and their Chapter Action Plan
- Chair & Vice Chair serve as MOWW Points of Contact with national Homeland Security organizations
- Chair distributes Homeland Security award submissions received from chapters to committee members for their evaluation
- Chair & Vice Chair receive Homeland Security award evaluations from committee members, and determine award recipients

• DUTIES AND RESPONSIBILITIES – Homeland Security Committee

- Assist chapters be increasingly successful in their Homeland Security Outreach Programs IAW MOWW Strategic Goals Assist chapters with developing contacts and expanding involvement with Homeland Security organizations
- Work with the individual chapters to ensure their Chapter Activity Plan includes the Homeland Security Outreach Program
- Submit *Officer Review*™ articles for publication outlining the Homeland Security Program, providing helpful tips, etc.
- Develop SITREPs/analyses of the War on Terror and US emergency response capabilities. Disseminate results in informational packages to the EXCOM and regions and chapters, and develop *Officer Review*™ articles for publication
- Before the MOWW Convention:
 - NLT 30 September: develop program goals, coordinate them with Oversight VCINC, and publish them
 - NLT 30 January and 30 June, annually, conduct an Homeland Security Program Review and adjust program as necessary
 - NLT 1 June: chapter coordinators submit Homeland Security Award submissions & annual reports to ROTC Committee
 - NLT 1 June: committee submits annual committee report to MOWW/CS for MOWW Convention Book, and to Oversight VCINC
 - NLT 15 June: submit list of Homeland Security Award recipients to MOWW/CS and Oversight VCINC
 - NLT 30 June: prepare a Homeland Security Workshop for presentation at the MOWW Convention
 - NLT 15 July: convene a teleconference (www.freeconferencecall.com) with the Chair, Vice Chair, and Region Homeland Security Coordinators to review the ROTC Workshop presentation
- Post-convention, Chair convenes a teleconference (www.freeconferencecall.com) with Vice Chair & Region ROTC Coordinators to discuss convention workshop after actions. Provide workshop results to committee and Oversight VCINC, info Chief of Staff
 - To publish in the *Officer Review*™, develop articles on techniques chapters use to win awards, and submit them to the Chief of Staff
 - To update Policy Manual, review Homeland Security Program Award criteria; recommend changes to Chief of Staff & oversight VCINC

• DUTIES AND RESPONSIBILITIES – Region Homeland Security Coordinators

- Assist the region commander in establishing, strengthening, or expanding each chapter’s Homeland Security Program
- Work with the region’s chapters to ensure their Chapter Activity Plan includes the Homeland Security Outreach Program
- Assist chapters with developing contacts and expanding their involvement with Homeland Security organizations

• DUTIES AND RESPONSIBILITIES – Chapter Homeland Security Coordinators

- Chapter commander appoints the Chapter National Security Program Coordinator and informs region commander of same
- Scaled to chapter size and capabilities, execute the national security portion of Chapter Action Plan
- Chapter Homeland Security Program Coordinator provides a Homeland Security presentation during each chapter meeting
- NLT 1 June, submit chapter’s National Security Award submissions and the Activity Report to the national committee Chair