



• GUIDANCE – ROTC Committee

- Help regions/chapters be increasingly successful in their ROTC 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 – ROTC Committee

- Committee consists of Chair, Vice Chair, Region ROTC Coordinators and Oversight VCINC for ROTC
 - The Commander-in-Chief (CINC) appoints the Chair and the Oversight VCINC; the Chair appoints the Vice Chair
 - Region commanders appoint Region ROTC Coordinators, and inform the committee Chair
- NLT 30 September, annually, Chair informs MOWW/CS and the oversight VCINC of the full committee’s membership

• DUTIES AND RESPONSIBILITIES – Chair & Vice Chair, ROTC Committee

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

• DUTIES AND RESPONSIBILITIES – ROTC Committee

- Assist chapters achieve their ROTC Outreach Programs objectives IAW MOWW Strategic Goals and their Chapter Action Plan
- Assist chapters with developing contacts and expanding involvement with ROTC organizations, e.g. by using the MOWW website’s ROTC unit locator
- Submit *Officer Review*™ articles for publication outlining the ROTC Program, providing helpful tips, etc.
- 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 ROTC Program Review and adjust program as necessary
 - NLT 1 June: chapter coordinators submit ROTC 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 ROTC award recipients to MOWW/CS and Oversight VCINC
 - NLT 30 June: prepare a ROTC Workshop for presentation at the MOWW Convention
 - NLT 15 July: convene a teleconference (www.freeconferencecall.com) with the Chair, Vice Chair, and Region ROTC 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 the Policy Manual, review ROTC Program Award criteria; recommend changes to the Chief of Staff and the oversight VCINC

• DUTIES AND RESPONSIBILITIES – Region ROTC Coordinators

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

• DUTIES AND RESPONSIBILITIES – Chapter ROTC Coordinators

- Chapter commander appoints the Chapter ROTC Program Coordinator and informs region commander of same
- Scaled to chapter size and capabilities, execute the ROTC Program portion of Chapter Action Plan
- Develop a ROTC POC List for ROTC units supported to record medals presented, to use for the next year’s ROTC Program, to develop award budgets, and to have a list of contacts when requesting Flag Details, support of Massings of Colors, etc.
- Chapter ROTC Program Coordinator provides a ROTC presentation during each chapter meeting
- NLT 1 June, submit chapter’s ROTC Award submissions and the Activity Report to the national committee Chair