



• GUIDANCE – Region and Chapter Membership Coordinators

- Assist commanders, and region & chapter membership coordinators, in establishing/strengthening chapter recruiting efforts to achieve recruiting goals IAW the MOWW Strategic Plan (Strategic Goal 1) and the Chapter Action Plan (membership section)
- Understand committee roles & responsibilities, be familiar with and use the entire MOWW website (www.moww.org), e.g., all “Home Page” contents, and the full contents of the “Companions Only” section
- Become familiar with MOWW Constitution, MOWW Bylaws, MOWW Strategic Plan, and MOWW Policy Manual e.g., programs, awards, responsibilities
- Become familiar with MOWW Forms, e.g., MOWW Form 21, “Chapter Planning Guide,” the several Commander checklists
- Become familiar with and use “Tips & Guides,” “Training & Development,” etc., on the national website (“Companions Only”)
- Be innovative, creative and relentlessly results-oriented when assisting region and chapter programs to achieve stated goals

• MEMBERSHIP — Membership Committee

- The Chair and Vice Chair, and region membership coordinators, comprise the Membership Committee
 - The MOWW CINC appoints the Chair (who leads the committee) and the oversight VCINC (who mentors the committee)
 - The Chair, Membership Committee, appoints the Vice Chair (who co-leads the committee)
 - Region commanders appoint region membership coordinators, and inform the Chair, Membership Committee, of selectee
- NLT 30 September, annually, the Chair informs MOWW/CS and the oversight VCINC of Membership Committee membership

• DUTIES & RESPONSIBILITIES — Membership Committee

- Develop an example of a scalable membership section of a sample Chapter Action Plan (CAP) focused on annually achieving Strategic Goal 1, and share that with region and chapter membership coordinators for tailored implementation by all chapters
- Assist Chapter Membership Coordinators in establishing/strengthening recruiting programs to meet chapter recruiting goals
- As all activities impact recruiting & involvement, work with other committees so their programs aid success in these areas
- Before the MOWW Convention:
 - NLT 30 June: Submit Membership Committee Report to MOWW/CS for MOWW Convention Book
 - NLT 30 June: Committee prepares a Membership Workshop for presentation at the MOWW Convention
- Before the MOWW Convention, the Chair will convene a teleconference (www.freeconferencecall.com) with Vice Chair and region membership coordinators to review the Membership Workshop presentation
- Post convention, the Chair will convene a teleconference (www.freeconferencecall.com) with Vice Chair and region membership coordinators to discuss Membership Workshop after actions. Provides workshop results to Membership Committee members

• DUTIES & RESPONSIBILITIES — Region Membership Coordinators

- Assist region & chapter membership coordinators in establishing/strengthening recruiting to achieve chapter recruiting goals
- Help commanders & region/chapter membership coordinators, achieve Strategic Goal 1—increase membership & involvement
- Consolidate CAP-based membership activity results for annual region commander report and Membership Committee report

• DUTIES & RESPONSIBILITIES — Chapter Membership Coordinators

- Assist chapter commander and chapter membership in establishing/strengthening recruiting to meet chapter recruiting goals
- Assist Chapter Commander in implementing the Chapter Action Plan, focusing on SG-1 (increase membership & involvement)
- Prepare annual chapter report summarizing all chapter membership activities, best practices, lessons learned, etc.