



17 August 2021

FROM: HQ MOWW/CS

SUBJECT: MOWW Committee & Working Group Roles, Responsibilities, and Assignments)

TO: MOWW Standing National and *Ad Hoc* National Committees, and Working Groups

1. The Order's organizational structure and the allocation of roles and responsibilities has changed. All MOWW standing and *ad hoc* national committees and working groups, which are considered staff activities, fall under the authority of the Order's Chief of Staff. The MOWW Constitution, Bylaws, Strategic Plan, and Policy Manual shall guide every committee's effort.
2. The following guidance applies equally to all standing and *ad hoc* committees and working groups.
 - a. Committees shall annually develop a Plan of Action & Milestones, and a committee meeting schedule, providing both to all committee members and the Chief of Staff with updates as required. These plans shall include goals, milestones, and timelines. Each committee and working group shall promote and administer its respective award and recognition program according to the MOWW Policy Manual.
 - b. Agendas and minutes are required for each committee meeting, which shall be provided to all committee members and the Chief of Staff. These minutes shall report committee proceedings (agenda), i.e., goals, progress, and achievements, while also linking the same to the MOWW Strategic Plan. In addition, committees shall prepare an Annual Report in Word.doc format and submit it to the Chief of Staff by 1 June annually for publication in the MOWW Almanac. The Chief of Staff shall host mid-term and end-of-year Program Reviews with each full committee.
3. The following guidance applies to each committee and working group as indicated below.
 - a. Constitution and Bylaws Committee: The committee shall make recommendations to improve the Constitution and Bylaws, consider proposed amendments to the same, and author articles for *The Officer Review*®.
 - b. Ethics Committee: The committee shall review and recommend to leadership such matters that best serve the Order's interests in maintaining an organizational environment committed to high standards of ethics and integrity, corporate responsibility, and legal compliance. Incidents involving ethical issues shall be briefed to the CINC and the Chief of Staff upon discovery.
 - c. Finance Committee. The committee shall provide financial oversight for MOWW, Inc., and brief the EXCOM on the same.
 - d. Homeland Security Committee: The committee shall develop core guidelines for a chapter Homeland Security Program and author articles for publication in *The Officer Review*®.
 - e. Information & Publicity Committee: The committee shall manage and enhance the Order's Information & Publicity Program, which has four sub-programs: Chapter Newsletter Program; MOWW News Release Guide; Social Media; Information & Publicity Program Awards.

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- f. Public Safety and Law & Order Committee: The committee shall gather information on relevant issues and promote the development of chapter outreach activities supporting local government entities in these areas. The committee shall author articles for publication in *The Officer Review*[®].
 - g. Legislative & Resolutions Committee: The committee shall monitor the activities of the Legislative and Executive Branches of the US Government, gathering information deemed to be of interest to the Order. The committee may recommend resolutions at the annual MOWW Convention.
 - h. Magazine Committee: The committee shall determine annual VADM Dyer Writing Excellence Awards and recommend magazine themes and article topics to the magazine's Editor-in-Chief.
 - i. Military Order of the World Wars (MOWW) & Pershing Rifles Group (PRG) Committee. The committee shall implement mutually supportive actions to increase membership in the two organizations and to enhance leadership development and mentoring of young leaders.
 - j. National Convention & Seminars Committee. The committee shall oversee the development of the convention agenda, tours, workshops and seminars, and convention sites, and determine the host-chapter logistics support.
 - k. National Security Committee: The committee shall monitor international and domestic national security issues, focusing on the political, military, and economic arenas. The committee shall author articles for publication in *The Officer Review*[®].
 - l. Nominating Committee. The Nominating Committee shall determine candidate requirements, administer the electoral process, and report electoral results to the General Staff of the Order.
 - m. Patriotic Education Committee. The committee shall coordinate all activities involved with the operation and expansion of Youth Leadership Conferences (YLC), Youth Leadership Seminars (YLS), Massing of Colors (MOC), and related award programs. The committee shall author articles for publication in *The Officer Review*[®].
 - n. ROTC Committee. The committee shall assess chapter ROTC/JROTC recognition activities by chapters. The committee shall monitor implementation and administration of chapter ROTC/JROTC outreach programs, giving assistance where appropriate. The committee shall author articles for publication in *The Officer Review*[®].
 - o. Scouting Committee: The committee shall monitor Boy Scouts of America (BSA) and the Girl Scouts of the USA (GSUSA) activities, policies, and programs. The committee shall assess chapter BSA/GSUSA outreach programs, giving assistance where appropriate. The committee shall author articles for publication in *The Officer Review*[®].
 - p. Strategic Growth Committee. The committee shall, subject to approval by the MOWW, Inc., Board of Directors (EXCOM), lead the effort to award a marketing contract to a competitively selected private sector firm.
 - q. Strategic Planning Committee: This committee shall annually review the MOWW Strategic Plan and make recommendations to the EXCOM to improve it.
 - r. Veterans Affairs Committee. The committee shall develop a program that involves chapters in local and state veterans councils. The committee shall author articles for publication in *The Officer Review*[®].

- s. General of the Armies (GAS) Pershing Chapter of the Year Working Group. The Working Group shall administer the Order's chapter of the year program for small, medium, and large chapters.
4. Further committee guidance shall follow, as appropriate. In the meantime, please feel free to contact me at any time if you have questions.

FOR THE GOOD OF THE ORDER

Sincerely,

A handwritten signature in black ink that reads "Michael Farrell". The signature is written in a cursive, flowing style.

MICHAEL FARRELL, Colonel, USMC (Retired)
Chief of Staff & COO, MOWW, Inc.®

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