

ATTACHMENT 6, AREAS IN WHICH COMMITTEES MAY FUNCTION

MEMBERSHIP: Plan and conduct base membership drive.

SUNSHINE: Be aware of all chapter personnel hospitalized; send greetings and visit (when possible) offering USAWOA assistance.

HOSPITALITY AND WELCOME: Make personal contact with all new personnel arriving. Offer assistance. At meetings, set up meeting room in advance. Greet all members and guests as they arrive.

BYLAWS: Quarterly, review our Bylaws for updating. Make recommended changes to membership. Publish and ensure copies are sent to all members and USAWOA Headquarters.

LEGISLATIVE AFFAIRS/PROPOSALS: Consolidate ideas and recommendations for improving Army procedures or way of life. Formulate proposals in proper format and after approval by Chapter, forward to Region/National Headquarters for action.

PUBLICITY/NEWSLETTER: Using every available means, keep the community aware of USAWOA sponsored activities. Keep membership advised on all benefits and events planned (may be subdivided into two or more committees).

BIRTHDAY AND ANNIVERSARIES: Maintain current record of all members. Send Birthday greetings to all members. For married members, send Birthday greetings to spouse and Wedding Anniversary cards.

ENTERTAINMENT: Plan quarterly mixed socials and entertainment for membership functions.

WELFARE: Seek and advise the Chapter on worthwhile projects. Assist in all welfare projects undertaken by the Chapter.

YOUTH ACTIVITIES: Recommend and establish ways to assist the youth of our community.

RECORDS (ADMIN)/HISTORIAN: Maintain all Chapter administrative records. Maintain written and pictorial history of Chapter meetings, activities and events and prepare historical summary and scrapbook (may be two committees).

WAYS AND MEANS/SCHOLARSHIP: Formulate budget. Plan ways of earning required budget. Establish a positive program for selecting and awarding a scholarship to a dependent of a Chapter member.

RECORDS AND PROPERTY CUSTODIAN: Establish and maintain accurate record of all property belonging to the Chapter. Maintain all Chapter financial records and checkbook.

WHEN YOU BUILD AN ORGANIZATION ON PUBLIC TRUST AND PUBLIC

CONFIDENCE YOU BUILD ON A ROCK!