



• GUIDANCE

- Help chapters be increasingly successful in their National 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 National Security Coordinators, and the applicable Oversight VCINC
- The Commander-in-Chief (CINC) appoints the committee chair and the Oversight VCINC; the chair appoints the vice chair
- NLT 30 August, region commanders appoint Region National Security Coordinators and inform national committee chair
- NLT 30 September, annually, the chair informs MOWW/CS and the oversight VCINC of the committee’s membership

• DUTIES AND RESPONSIBILITIES – Chair and Vice Chair

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

• DUTIES AND RESPONSIBILITIES – National Security Committee

- Assist chapters achieve their National Security Program objectives IAW MOWW Strategic Goals and their Chapter Action Plan
- Assist chapters with developing contacts and expanding their involvement with national security organizations
- 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 the Oversight VCINC, and publish them
 - NLT 30 January and 30 June, annually, conduct a National Security Program Review and adjust program as necessary
 - NLT 1 June: chapter program coordinators submit chapter commander-approved National Security Award submissions & reports
 - NLT 1 June: committee submits annual committee report to MOWW/CS for MOWW Convention Book, and to Oversight VCINC
 - NLT 15 June: submit chapter and individual award recipients to MOWW/CS and Oversight VCINC
 - NLT 30 June: prepare National Security Workshop for presentation at the MOWW Convention
 - NLT 15 July: convene a teleconference (www.freeconferencecall.com) with the vice chair and region National Security coordinators to review the National Security Workshop presentation
- Post convention, chair convenes a teleconference (www.freeconferencecall.com) with vice chair and region National Security coordinators to discuss National Security Workshop after actions. Provide workshop results to committee & Oversight VCINC
 - 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 National Security Program Award criteria; recommend changes to Chief of Staff and oversight VCINC

• DUTIES AND RESPONSIBILITIES – Region National Security Coordinators

- Assist region & chapters be increasingly successful in their National Security Outreach Program IAW MOWW Strategic Goals
- Work with the individual chapters to ensure their Chapter Activity Plan includes the National Security Outreach Program

• DUTIES AND RESPONSIBILITIES – Chapter National Security Coordinators

- Chapter commander appoints the chapter National Security Program Coordinator and informs region commander of same
 - Scaled to chapter size and capabilities, ideally appoint Companions to manage: 1.) NS speaker identification and invitations for meetings; 2.) media articles and reports, 3.) radio and TV appearances, and; 4.) external presentations at schools and other organizations
 - Coordinate with chapter commander, staff and members to execute the national security portion of Chapter Action Plan
 - National Security Program Coordinator provides a national security report/presentation during each chapter meeting
 - Continuously document and file accomplishments to record NS committee results based on annual program goals
- NLT 5 May, submit chapter commander’s annual National Security Award submission(s) & Activity Report to national committee chair, and to the region national security coordinator and the region commander