



• REGION (PLEASE PRINT)

- Region: _____
- Region Commander: _____

• PRE-INSTALLATION

- Ensure your predecessor provided you all material you will need as the Region Commander-Elect (CE)
 - A copy of this checklist (with your predecessor Region Commander's notes and comments)
 - Region Charter
 - Region Constitution & Bylaws
 - Region financial report (with EINs/TINs)
 - Region organization chart
 - Chapter Commanders & Region Staff contact information
 - Roberts Rules of Order (Newly Revised)
 - MOWW Region flag
- Contact VCINC with oversight of your Region for guidance, issues, etc.
- Meet with Chapter Commanders or representatives for immediate issues
- Begin drafting Region Goals & Objectives

• UPON INSTALLATION

- To best understand your roles & responsibilities, become familiar with:
 - MOWW Constitution & Bylaws (National & Region) [WEBSITE]
 - MOWW Strategic Plan [WEBSITE]
 - MOWW website (e.g., awards, reports, forms, awards, policy letters, etc.)
 - CINC's Goals & Objectives, and travel schedule
- Read *MOWW Policy Handbook* to understand your roles, responsibilities, etc. [WEBSITE] Especially note:
 - Chapter 5 (*The Region*)
 - Chapter 15 (*Charters*)
- Review last Region Commander's Report to National Convention
- Appoint State Commander(s) as required by National Constitution & Bylaws
- Meet with Region Staff
- Finalize and publish Region Commander Goals and Objectives
- Prepare the Region Commander schedule. Include activities such as: National Convention, Region/Department Convention, chapter visits, YLCs, Massing of Colors, special events, e.g., Memorial Day, Veterans Day, etc.

• POLICIES, PROCEDURES & TOOLS

- Review *Monthly Region Report* [WEBSITE]. Report acronyms explanations are imbedded in the on-line report (WEBSITE)
- Understand: IRS filing requirements [IRS WEBSITE] and certification thereof to MOWW/CS [WEBSITE]
- Review "Installation of Officers" (Ceremony, Certification) (*MOWW Policy Handbook*)
- Review "Induction of Regular, Hereditary and Perpetual" Companions (*MOWW Policy Handbook*)
- Use the Chapter Operations Matrix [WEBSITE]
- Use the Chapter Annual Report [WEBSITE]

• ACTIONS

- Monitor Department, State and Chapter Activities; provides guidance and assistance as necessary



- Visit Chapters (See MOWW Policy Handbook, Chapter 5 (*Region Commanders*))
- Invite the CINC to Region Conventions(s) and other significant activities
- Invite the VCINC with region oversight responsibilities to Region Convention(s) and other significant activities
- Attend National Convention – Provide “Highlights/Summary” report to Region
- Ensure chapters have a Tax Identification Number (TIN) or Employer Identification Number (EIN)
- Identify Chapter, Department and Region Points of Contact (POC) for:
 - Homeland Security
 - Law and Order
 - Boy and Girl Scouts
 - ROTC
 - Youth Leadership Conferences (YLC)
 - Recruiting and Retention
 - Others as required
- Ensure vital records from all levels are forwarded to Historian General (annually/as required):
 - Newsletters from all levels (share in Region; copy to CRC Chair)
 - Companion profiles (initial/updated)
 - Chapter Roster (at time of charter only)
 - Original Charter (only if chapter is merged or dissolved)

• REPORTS

- Report election/installation of Region Officers and appointment of State Commander(s) to MOWW Chief of Staff IAW the *MOWW Policy Handbook*. Include National Directory information) [*Suspense: As required*]
- Submit Mid-Term Region Report to the applicable VCINC for his/her use during the mid-term EXCOM meeting; coordinate with the applicable VCINC for guidance) [*Suspense: 15 January*]
- Submit Region Commander Report to MOWW/CS (copy to applicable VCINC) for the National Convention Book [*Suspense: 15 June*]
- Ensure chapters and/or other organizations at the region level and below (as applicable) file annually with the Internal Revenue Service (IRS), e.g., 501(c)(19) tax exempt status). Ensure chapters, etc., have a Tax Identification Number (TIN) or Employer Identification Number (EIN), as appropriate [*Suspense: 30 September*]
- Ensure chapters and/or other organizations within the region (as applicable) submit HQ MOWW Form 1, “*Annual IRS Certification*” to MOWW/CS. [*Suspense: 30 September*]

• UPON COMPLETING COMMAND

- Brief your successor Region Commander
- Provide Pre-Installation material and your notes to this checklist
- Write/submit individual award recommendations