



serving overseas Americans and the international community since 1931

Your Responsibility as a FAWCO Representative is to: *Empower your club to take full advantage of the FAWCO experience*

Get started

- **Send** your contact information and email address to: addresschange@fawco.org and vp-memberclubs@fawco.org, then regularly check your inbox for FAWCO correspondence,
- **Review** the FAWCO website www.fawco.org, and the Foundation website www.fawcofoundation.org,
- **Sign up** for a username and password to access password protected areas,
- **Subscribe** to FAWCO publications – monthly *News in Brief*, quarterly President's newsletter *Connections*, monthly Foundation bulletin *News You Can Use*, semi-annual *Forum* newsletter, *Target Project Bulletin* and any relevant task forces,*
- **Provide** your treasurer with the information she needs to pay FAWCO dues by January 31,
- **Introduce yourself** to your Regional Coordinator (rc1@fawco.org Region 1, rc2@fawco.org etc),
- **Ask for help and support!!** Vp-memberclubs@fawco.org

Along the way

- **Maintain regular contact** with your Regional Coordinator and the 2nd VP,
- **Make every effort** to attend regional meetings, the Biennial and Interim Conference,
- **Organize** fundraising activities to support FAWCO philanthropic projects.

Keep information flowing downwards – from FAWCO to your club

- **Promote** FAWCO by helping your President, board and club members to use the website and subscribe to FAWCO publications,*
- **Distribute** FAWCO publications* and share newsletters from other clubs,
- **Promote** FAWCO activities and resources to your club by providing information,
- **Help** your club connect with FAWCO task forces and liaison activities that are relevant and significant to your membership and promote projects around these mutual interests (i.e. global issues, US issues, UN NGO activities listed on the website),
- **Organize** a workshop for your club through the FAWCO Workshop Program,
- **Inform** club members about the Foundation Awards Program and **promote** applications for Development Grants and Education Awards,*
- **Promote** participation in regional meetings and annual conferences by club members,
- **Report** on the annual conference to your club.

Keep information flowing upwards – from your club to FAWCO

- **Send** copies of your club publications to your Regional Coordinator and 2nd VP,
- **Send** changes in names, addresses, tel numbers, email addresses of club office, President or FAWCO Representative to: addresschange@fawco.org and vp-memberclubs@fawco.org ,
- **Check** your club profile on the website for accuracy and communicate any changes,
- **Send** club news to vp-memberclubs@fawco.org to place on the website,
- **Help** club members to prepare applications for Development Grants and Education Awards,
- **Promote** the needs of your club to FAWCO,
- **Share** your club's "Best Practices" with the FAWCO community,
- **Recommend** potential candidates for FAWCO and Foundation offices,
- **Submit** updated mini club profile for the conference manual

At the end of your term

- **Transfer** documents, information and contacts to your successor,
- **Introduce** her to your RC and the 2nd VP.

* Publications and subscriptions: www.fawco.org, "member services" "communication"

* Elizabeth Abbot, 2nd VP, September 2011