



Your Responsibility as a Regional Coordinator is to:

- Support the Reps in your Region – help them to do their best in bringing FAWCO to their club.
- Strengthen connections among clubs in your Region, and support the 2nd VP with communications between the clubs and FAWCO.
- Work with the Membership Committee in identifying and recruiting new clubs in your Region.

Get started:

- Check your email box regularly for FAWCO correspondence.
- Browse the FAWCO and Foundation websites, www.fawco.org and www.fawcofoundation.org.
- Create a username and password to access members-only areas on the FAWCO website if you don't already have a FAWCO user account.
- Download the most recent Directory from the website for contact information on your region.
- Subscribe to FAWCO publications – monthly *News in Brief*, quarterly President's newsletter *Connections*, quarterly FAWCO Foundation News, semi-annual news magazine *The FORUM*, Target Project Bulletin and any relevant Global Issues Team bulletins (Education, Environment, Health, Human Rights).
- Introduce yourself to the Reps in your region.
- Ask for help and support! vp-memberclubs@fawco.org

Support your Reps to do their best:

- Welcome, orient and support new Reps to understand their role and responsibilities.
- Help Reps to fulfill their responsibilities, including updating their online club profile and submitting club Best Practices. See "How to Be a FAWCO Rep" and Rep Timeline on the FAWCO Reps' web page.
- Help Reps connect with FAWCO committees, Global Issues Teams and UN and US Liaison activities.
- Encourage Reps to access and use the FAWCO website and subscribe to FAWCO publications.
- Promote participation in Regional meetings and annual conferences.
- Help Reps prepare for the Biennial Conference or Interim Meeting and produce a conference report on their return.

Strengthen connections among clubs in your region:

- Provide guidance and support to club organizing your Regional meeting (see Regional Meeting Planning Guide).
- Facilitate communications among Reps in your region, including an exchange of newsletters.
- Encourage, promote and assist in implementing Regional projects and/or fundraisers.
- Facilitate communications between clubs, the 2nd VP and the FAWCO Board.



- Maintain regular contact with FAWCO Representatives in your region and keep the 2nd VP informed of changes, club stories, news, special events, and any particular club challenges.
- Highlight important FAWCO news for clubs.
- Make every effort to attend Regional meetings and annual conferences.
- Submit a written report to the 2nd VP at the end of the year.
- Make every effort to represent FAWCO at special occasions and events of the clubs in your region.

Help the Membership Committee recruit new clubs in your Region:

- Proactively be on the lookout for potential new FAWCO clubs in your Region and pass this information onto the Membership Committee.
- The Membership Committee may reach out to you to participate in conversations with potential new member clubs.

At the end of your two-year term:

- Consider an additional term.
- Transfer information and contacts to your successor and introduce her to your Reps and the 2nd VP.

Notes: Regional Coordinators are allocated \$100 per year, or up to \$200 for their two-year term, towards expenses such as Conference or Regional Meeting fees. Regional Coordinators may apply for additional funding by submitting a proposal to the Board for approval in advance of incurring these expenses. Any unspent budgetary allocations may not be carried over to the next fiscal year.

Regional Coordinators are appointed by the FAWCO President for a two-year term, and report to the 2nd VP.

Hope Moore (Munich IWC), FAWCO 2nd VP
April 2017