

Chair Descriptions

Public Issues Chair

The Public Issues Chair is to promote public issues opportunities in our community that our members may be interested in. They can be things such as:

- Loma Vista Memorial Park Annual Memorial Day Ceremony
- Ways to help the military and their families
- Community safety
- Attend NOC Chamber events to promote our club
- Earthquake preparedness
- Self defense classes

The Public Issues Chair is to be in charge of the WCOF participating at the Loma Vista Memorial Park Annual Veteran Day and weekend activities:

- Make sure and obtain paperwork and get a WCOF check (\$100) to participate in Loma Vista Memorial Park Annual Ceremony to hand in by deadline
- At least a month before the event secure volunteers for placing flags and crosses on Veteran's grave sites, the Saturday before Memorial Day
 - o Make announcements at the WCOF General Monthly Meeting and have a sign-up sheet
 - o Post in the Members Only Facebook Page asking for volunteers
 - o Husbands, children, family, and friends are welcome to help
 - o If you will not be there find someone to be in charge on that day
- The President (and Vice President the year she is to be installed as President) is to present the WCOF wreath at the Monday Memorial Day Ceremony
 - o Make sure they have all the information and weath
 - o Ask members to attend the ceremony to support them, WCOF, and the Veterans
- Report out at the WCOF Board Meeting and the General Monthly Meeting after the event

The Public Issues Chair is to keep a binder of all activities to pass on to the next Public Issues Chair.

The Public Issues Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who attended a Public Issues activity and send that information to the Dean of Chairs within a month of the activity.

The Education Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.