

## DEPUTY DIRECTOR LETTER ONE

**20 October 2014**

Good Day Western Region Chapter Leaders!

I am so excited to be serving with Harry Wilson as the Deputy Director for the Western Region. I've been a member of the WOA since 2002, and enjoy every part of it. I don't know about you, but I still have the 1<sup>st</sup> News Liner that showed my WOCS graduating class roster – I think that was the 1<sup>st</sup> time my name was in print as a Warrant Officer!

My main duty for the Western Region is to manage our regions minutes and events. With that said I have an idea I'd like to float past you for your Chapters input.

There is now an official USAWOA Facebook page. What about a Western Region Facebook page? I could create the page, and have every Chapter's representative as an administrator. That way, we could share our regions activities. This would be linked to the USAWOA page and they would also be privy to our happenings, and vice versa. There will be basic rules as to what to and not to post, i.e. no personal agendas. I really think this will connect our chapters, and create an even better network. Please let me know your Chapters vote (thumbs up or down) by January 1<sup>st</sup> 2015.

Recently the Director sent out an email that had a standard minute's attachment along with a Chapter Minutes Guide. This is a very helpful tool and supports "Roberts Rules of Order" along with the USAWOA Manuals 200-2 and 300-1.

The role of Chapter Secretary is probably the most important role in the Chapter. Without those minutes being submitted on time, your chapter doesn't receive the needed rebates. If the minutes don't include quality information and current events, then your chapter doesn't receive the recognition it deserves either!

Ensure any activity your Chapter participates in, albeit two members or 20 are annotated in your minutes.

If your chapter has an office/address on a military installation, make sure you're following AR 210-22 and supporting references as a Private Organization (PO) operating on an installation. This includes having your chapter operation approved by the installation commander, obtaining liability insurance, submitting minutes and financial statements to the installation commander designee. On post PO's are also subject to audit and taxes. If you're not sure whether or not your organization is an on post or off post PO, contact your local JAG. Regardless if you're on post or off, ensure your chapter is following JER DOD 5500.7-R

Lastly – it's time to review your Proxy's. Remember, they are current as long as the member is current or they revoke the proxy. I am attaching a "Fill-in" Proxy Form that I created for my chapter. The PDF version can be downloaded at <http://www.usawoawest.org>. Please instruct your members to annotate "The Chair" as who the Proxy is assigned to. Each Chapter should be able to obtain Proxy's for at least 75% of their total members. The Chapters President normally serves as a chairperson during the meeting but isn't involved in any voting (unless to break a tie) whomever is chairing a specific committee vote will control the proxy's for that vote. That way you should always be able to have a quorum.

**I am looking forward to learning more about your chapters and your members!**

**Michelle Hartley, Deputy Director Western Region**  
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