

Board Position Information

General Qualifications for All Board Members

1. Confesses Jesus Christ as her Lord and Savior
2. Is devoted to God, dependent on Jesus Christ and led by the Holy Spirit
3. Has an understanding of and appreciation for the diversity of PWOC
4. Is active in Protestant military chapel
5. Is active in a local PWOC
6. Is certain of her husband's affirmation and support for her PWOCI service, if married
7. Is known to possess resourcefulness, sound judgment, humility and love for others
8. Possesses strong communication skills: written, verbal and computer

General Responsibilities for All Board Members

1. Seeks God's guidance for fulfilling her position responsibilities
2. Is familiar with *The Women's Ministry Manual*
3. Invites and leads a small team of women to accomplish her position responsibilities, as needed, encouraging and training them to prepare for future leadership. These women are not members of the board
4. Puts together a prayer team to intercede regularly on her behalf and for the women and work of her team(s)
5. Attends appropriate board meetings called by the president and/or PWOCI Chaplain
6. Prepares reports of ongoing activities for all PWOC International Board/Council meetings
7. Offers her unique perspectives and experiences to board planning and decisions
8. Ensures regular submission of relevant information to the website
9. Is available as a resource for the PWOC International Conference and the regional conference(s) that she attends during her term of office
10. Writes an After-Action Report (AAR) to be included with other relevant documents to be passed on for that office within one month after completing her term of office (See _____ in Attachments)
[LINK](#)

PWOCI Executive Board Positions

Qualifications Specific to Executive Board Members

See General Qualifications for All Board Members.

1. Is the wife of an active duty service member in any U.S. military component or a female serving on active duty in any U.S. military component

Note: If an Executive Board member's military status changes during her term of office for any reason (ie: retirement, ETS, etc.), she may complete her tenure if she can practically fulfill her responsibilities.

2. Submits her *Request for Consideration* by the deadline

Responsibilities of Executive Board Officers

President

The PWOC International President models servant leadership. She leads the PWOCI Executive Board, the PWOC International Board and the PWOCI Joint Council to pursue God's will for the ministry of PWOCI. She acts as liaison between PWOCI and the PWOCI Chaplain.

See General Responsibilities.

1. Spends significant amounts of time seeking the Lord's guidance for the ministry.
2. Is ultimately responsible to the PWOCI Chaplain for the PWOCI Conference, leadership training, finances, website, region coordination and other international board and council responsibilities
3. Works with the PWOCI Chaplain concerning the ministry of PWOCI, seeking his/her wisdom, counsel and advice
4. Leads the PWOCI Executive Board ("executive board") in fulfilling their responsibilities (See pages I-2 and 3.) [LINK](#)
5. Works closely with the executive board members as they fulfill their individual responsibilities
6. Appoints women to complete the PWOC International Board with consensus of the executive board
7. Prayerfully appoints and has oversight of the Administrative Coordinator with the consensus of the executive board
8. Fulfills the responsibilities of the Administrative Coordinator unless and until the position is filled
9. Creates and appoints temporary board positions for her term, as needed
10. Appoints other persons for specific and/or short-term tasks who do not serve on the board
11. Seeks to cultivate a loving, open and cooperative environment in board interactions
12. Works closely with the Financial Liaison on all PWOCI financial matters, to include finalizing the yearly budget
13. Works closely with the executive board to oversee development of PWOCI's yearly theme two years in advance of use
14. Prepares and presents a yearly PWOC International information briefing for the Army, Navy and Air Force Chiefs of Chaplains with the input of the PWOCI Chaplain
15. May request grants in yearly information meetings with the various service Chiefs of Chaplains
16. Calls, decides the agenda for and presides at all international board/council meetings
17. Develops content, plans the schedule and has the discretion of inviting guest speakers for Vision Week and any other international board/council development and training meetings
18. Maintains regular communication with the PWOCI board/council and, through the website, with all of PWOCI, seeking to encourage them and strengthen relationships
19. Oversees the updating and publication of **The Women's Ministry Manual** of PWOCI
20. Holds the official digital backup copy of **The Women's Ministry Manual** of PWOCI
21. Attends worldwide PWOCI conferences such as FaithLift, Worship and Study, other regional conferences, leadership training meetings and represents PWOCI at meetings of

other ministry organizations as her schedule allows; may appoint a representative in her stead if unable to attend

22. May travel to, teach, and encourage regional boards and local PWOCs, as needed and as the budget allows
23. Extends a formal invitation to the proposed speaker for the PWOC International Conference
24. Ensures letters of invitation to the PWOC International Conference are sent to Chiefs of Chaplains and the President of Military Council of Catholic Women (MCCW)
25. Has the authority and responsibility to apply Matthew 18:15-17 to behavior inconsistent with Biblical principles within the international boards and council (see attached guidelines) [LINK](#)

1st Vice President-Spiritual Development

The 1st Vice President-Spiritual Development leads in implementing the spiritual development portion of the PWOCI Executive Board's vision for the ministry, to include planning and executing the PWOC International Conference and spiritual development resources (for example: Bible studies, teacher training, etc.). She also acts on behalf of and assists the PWOCI President as requested.

See General Responsibilities.

1. Acts on behalf of the PWOCI President ("the president") in her absence and assists the president when requested
2. Assumes the office and responsibilities of the president, if the president is unable to complete her term of office
3. Serves as the ministry team leader for the PWOC International Conference ("international conference"), identifying and inviting women to assist in various capacities
 - a. Prayerfully appoints and has oversight of the Assistant Conference Coordinator with the approval of the president and consensus of the executive board

Note: If the 1st Vice President-Spiritual Development succeeds to the position of President, the Assistant Conference Coordinator will assume the responsibilities of Conference Coordinator, completing responsibilities 3.a.-3.k. **She does not automatically assume the office of 1st Vice President-Spiritual Development, unless specifically appointed by the PWOC International President, with consensus of the PWOCI Executive Board and approval of the PWOCI Chaplain.**

- b. Reviews evaluations from the previous international conference
- c. Researches all aspects of the international conference and shares appropriate information with other board members
- d. Works closely with the president, PWOCI Financial Liaison (financial liaison) and the Army Chief of Chaplain's office to plan the international conference
- e. Seeks and follows the guidance of the Army Chief of Chaplain's Office regarding all contracts, working closely with the financial liaison

Note: The 1st Vice President has **NO** authorization to sign any contract.

- f. Works closely with the president to select the location, speaker, worship leader, designated offering recipient, etc. for the international conference in a timely manner. She brings her recommendations to the executive board for consensus and then to

the international board. She seeks input about various aspects of the conference from the international board on an ongoing basis.

- g. Ensures that conference information, including location, cost and registration procedures, is presented at regional conferences, in leadership training resources and on the website.
 - h. Requests help from the regional presidents in carrying out various responsibilities of the PWOC International Conference, such as: hospitality baskets, communion, “helps desk,” etc.
 - i. Prayerfully selects leaders to facilitate workshops, with consensus of the president and executive board, keeping facilitators informed of expectations and requirements
 - j. Works with appropriate board members to provide an efficient registration process
 - k. Develops and uses a form for attendees to evaluate all aspects of the international conference, passing completed forms on to the next 1st VP
4. Serves as the ministry team leader for planning and utilizing spiritual development resources including Bible studies, teacher training, etc.
 - a. Prayerfully appoints and has oversight of the Bible Study Resource Coordinator with the approval of the president and consensus of the Executive Board
 - b. Works with the Bible Study Resource Coordinator and her team to determine how they can best fulfill the vision of the PWOCI Executive Board for spiritual development during their term of office
 - c. Oversees the work of the Bible Study Resource Coordinator and her team
 - d. Provides updates for the Spiritual Development portion of the PWOCI website
 5. Fulfills the responsibilities of her assistant(s) unless and until the assistant positions(s) is filled
 6. Prepares and submits an annual budget to the financial liaison and the president for her area of responsibility
 7. May be asked by the president to travel to, teach, and encourage regional boards and local PWOCs, as needed and as the budget allows
 8. Reports to the PWOC International President

Note: The 1st Vice President is free to plan for future conferences beyond the current term if so directed by the PWOCI Chaplain and the PWOCI Executive Board.

2nd Vice President-Leadership Development

The 2nd Vice President leads in implementing the leadership development portion of the PWOCI Executive Board's vision for the ministry, to include development of various leadership training curriculums and implementing Leadership Training Seminars (formerly known as “Traveling Training”) at PWOC installations throughout the world.

Note: The 2nd Vice President-Leadership Development does not assume the office of 1st Vice President, should that position become available during the board's term of office.

See General Responsibilities.

1. Serves as the ministry team leader for leadership development throughout all levels of PWOC International (See attached calendar, IA-) [LINK](#)

- a. Prayerfully appoints and has oversight of the Assistant Curriculum Development and the Assistant Training Coordinator with the approval of the PWOC International President (“the president”) and the consensus of the executive board
 - b. Fulfills the responsibilities of her assistant(s) unless and until the assistant positions(s) is filled
 - c. Serves as the team leader for *PWOC Leadership Training Seminars* (formerly Traveling Training), identifying and inviting talented women to assist in various capacities, working closely with the president.
 - d. Reviews evaluations from the previous *PWOC Leadership Training Seminars* and shares information gathered with the executive board
 - e. Oversees the development and implementation of the *PWOC Leadership Training Seminar* curriculum, working closely with the president
 - f. Collaborates with the 3rd VP-Communications Coordinator (“3rd VP”) to develop a resource packet for installations that will be distributed at *PWOC Leadership Training Seminars*
 - g. Collaborates with the 3rd VP to develop publicity, the PWOC Executive Board greeting DVD and any other media resources necessary to support the *PWOC Leadership Training Seminars*
 - h. Develops and maintains criteria for the selection of *PWOC Leadership Training Seminar* trainers
 - i. Forms a team and works closely with the president to select trainers from each region
 - j. Plans and executes the annual Train the Trainer session for the *PWOC Leadership Training Seminars*
 - k. Works closely with the Regional Presidents to schedule training in each region
 - l. Develops and uses a form for attendees to evaluate all aspects of the *PWOC Leadership Training Seminar*
 - m. Develops a needs assessment survey to be completed by local PWOC leadership at the *PWOC Leadership Training Seminars* and compiles a report of the results to be presented at a PWOC International Board Meeting; ensures that contact information collected in evaluations is passed on to Regional Presidents and the PWOC Administrative Coordinator.
2. Provides updates for the Leadership Development portion of the PWOC website
 3. Oversees the development and/or revision of local board position curriculum to be distributed to Regional Presidents for their use at regional leadership weekend events, working closely with the president
 4. Prepares and submits an annual budget to the PWOC Financial Liaison and the president for her area of responsibility
 5. May be asked by the president to travel to, teach, and encourage regional boards and local PWOCs, as needed and as the budget allows
 6. Reports to the PWOC International President

3rd Vice President-Communication Coordinator

The 3rd Vice President-Communication Coordinator leads in implementing the communications strategy portion of the PWOC Executive Board’s vision for the ministry, to include evangelism and outreach strategies, as well as use of technology, graphics and publicity throughout all levels of the PWOC International ministry.

See General Responsibilities.

1. Assures an effective flow of communication throughout the three levels of PWOC International
2. Leads in developing the evangelism and outreach strategies of PWOC International, working closely with the PWOC International President (“the president”) and other appropriate board members
3. Serves as the ministry team leader for PWOC International’s use of technology to do ministry
 - a. Develops strategy and leads PWOC International regarding all uses of technology to accomplish the PWOCI Aims
 - b. Prayerfully appoints and has oversight of the Website Manager with the approval of the president and consensus of the executive board
 - c. Is responsible and accountable for the content of the PWOCI website
 - d. Ensures that website content meets the standards of the Army Chief of Chaplains’ guidelines
 - e. Develops multimedia presentations for PWOC International, as needed
4. Leads the development and setting of graphic standards for PWOC International and encourages the ministry to maintain those standards throughout all three levels of PWOC International
5. Serves as the ministry team leader for managing and developing practical ministry resources that can be used throughout all levels of PWOC International
 - a. Prayerfully appoints and has oversight of the Resource Coordinator with the approval of the president and consensus of the executive board
 - b. Selects a committee (working closely with the Resource Coordinator) to develop a *PWOCI Leadership Training Seminar* resource packet for local PWOCs
 - c. Works with the Resource Coordinator to develop practical ministry resources as requested by other executive board officers
6. Fulfills the responsibilities of her assistant(s) unless and until the assistant positions(s) is filled
7. Develops publicity strategies and resources for all aspects of the ministry, working closely with members of the PWOC International Board
8. Provides publicity resources that may be used by local PWOC’s
9. Prepares and submits an annual budget to the PWOCI Financial Liaison and the president for her area of responsibility
10. May be asked by the president to travel to, teach, and encourage regional boards and local PWOCs, as needed and as the budget allows
11. Reports to the PWOC International President

PWOC International Appointed Board Positions

Qualifications Specific to Appointed Board Members

See General Qualifications for All Board Members.

Is the wife of an active duty or retired service member in any U.S. military component or retired from any U.S. military component, a female serving on active duty or a female Department of Defense ID card holder

Note: If an appointed board member's military status changes during her term of office for any reason (ie: retirement, ETS, etc.), she may complete her tenure if she can practically fulfill her responsibilities.

Note: the following list includes only the assistant positions that are on the international board. There are other appointed positions that are not listed below.

Responsibilities of Appointed Board Members

Administrative Coordinator

The Administrative Coordinator is responsible for communication and record-keeping within the International Board. She coordinates all arrangements for board meetings and other events (such as Vision Week) under the guidance and direction of the PWOC International President ("the president").

See General Responsibilities.

1. Serves as Administrative Assistant to the president, including preparing correspondence from PWOCI and/or the president, coordinating and preparing for board meetings and events and handling other administrative details as needed
2. Records accurate and concise notes for all meetings of the PWOCI Executive Board, the PWOC International Board and the PWOCI Joint Council and distributes them within two weeks of the meeting to all members of those bodies
3. Is included in Executive Board Meetings to take notes, at the request of the president
4. Gathers information from other board members on behalf of the president to be used in reports to the PWOCI Chaplain and others, as needed
5. Maintains an accurate roster of the PWOCI Executive Board, the PWOC International Board, the PWOCI Joint Council, the PWOC International Chaplain and PWOCI Regional Chaplains
6. Maintains a roster of Local PWOC boards
7. Reviews ***The Women's Ministry Manual – Official Leaders' Policy and Guidelines of PWOC International*** during her term of office and makes recommendations to the President and then to the PWOCI Joint Council for appropriate updates
8. Insures that the Army Chief of Chaplains' Office has an up-to-date digital copy of ***The Women's Ministry Manual***
9. Holds and maintains the official, editable, digital copy of ***The Women's Ministry Manual***
10. Holds all current, official, editable versions of rosters and quarterly reports
11. Assists the president in putting together transition packets for new regional boards
12. Communicates with the regional boards at the request of the president to ensure accurate and timely flow of information

13. Receives quarterly reports from the regional administrative coordinators, compiles them into a report for the president and for the Web Manager to post online
14. Disseminates relevant information received from quarterly reports and the website to the appropriate board members
15. Serves as a point of contact for anyone requesting information regarding PWOCI
16. Is responsible for checking the general PWOCI email account daily and responding to emails received or forwarding them to their appropriate recipient
17. Maintains and holds all official records of PWOC International
18. Reports to the PWOC International President

Assistant Conference Coordinator

The Assistant Conference Coordinator helps the 1st Vice President plan and implement the PWOC International Conference and lead the conference planning team. She is appointed by the PWOC International 1st Vice President-Spiritual Development (“the 1st VP”) with approval of the PWOC International President (“the president”) and consensus of the executive board.

See General Responsibilities.

1. Acts for the 1st VP in her absence pertaining to PWOC International Conference (“conference”) related issues and assists her as required
2. Is prepared to assume the responsibilities of Conference Coordinator, if needed

Note: If the 1st Vice President succeeds to the position of President, the Assistant Conference Coordinator will assume the position of Conference Coordinator, completing responsibilities 3.a.-3.k. of the 1st VP, under the oversight of the newly appointed 1st VP. [LINK](#) The Assistant Conference Coordinator does not automatically assume the office of 1st Vice President, unless specifically appointed by the PWOC International President, with consensus of the PWOCI Executive Board. and approval of the PWOCI Chaplain.

3. Offers insight and advice to the 1st VP
4. Assists the 1st Vice President in identifying and inviting capable women to assist in various capacities to plan and implement the PWOC International Conference
5. Works closely with the 1st Vice President in all aspects of conference planning, remaining in frequent communication with her
6. May be asked to coordinate workshops and workshop leaders for the conference, including communication and scheduling
7. May be asked to coordinate publicity for the conference with the 3rd Vice President-Communications
8. Works under the oversight of the 1st VP and, ultimately, reports to the PWOC International President

Assistant Curriculum Development

The Curriculum Development Assistant assists the PWOC International 2nd Vice President-Leadership Development in planning, production, and distribution of curriculum for Leadership Training Seminars, regional leadership training events, and any other curriculum deemed useful and necessary. She is appointed by the PWOC International 2nd Vice President-Leadership Development (“the 2nd VP”) with approval of the PWOC International President (“the president”) and consensus of the executive board.

See General Responsibilities.

1. Acts for the 2nd VP in her absence when requested

2. Is prepared to assume the office and responsibilities of the 2nd VP, if needed

Note: If the 2nd VP is unable to fulfill her term of office, the Curriculum Development Assistant will assume the office of 2nd VP and its responsibilities at the request of the PWOC International President, with consensus of the executive board and approval of the PWOCI Chaplain.

3. Offers insight and advice to the 2nd VP
4. Remains in frequent communication with the 2nd VP
5. Assists the 2nd VP in the planning, development and implementation of *Leadership Training Seminars*
6. Assists the 2nd VP in planning, production, and distribution of the curriculum for *Leadership Training Seminars*
7. Insures that all the curriculum conforms to the graphic standards of PWOC International, working closely with the 3rd Vice President-Communications Coordinator
8. Participates as a trainer for *Leadership Training Seminars*
9. Participates in the selection of trainers for *Leadership Training Seminars*
10. Works with the 2nd VP and the 3rd Vice President-Communications Coordinator to develop a publicity strategy for *Leadership Training Seminars*
11. Assists the 2nd VP in planning and implementing the *Train the Trainer* event
12. Oversees the duplication, compilation and assembly of publicity packets, participants' packets, and installation packets for *Leadership Training Seminars*
13. Assists the 2nd VP in the development and/or revision of local PWOC board position curriculum, then produces this material and distributes it to the Regional Presidents at Vision Week for their use at Regional Leadership Weekend events
14. Works under the oversight of the 2nd VP and, ultimately, reports to the PWOC International President

Assistant Training Coordinator

The Assistant Training Coordinator assists the 2nd Vice President-Leadership Development in administering—planning, executing and scheduling—Leadership Training Seminars. She is appointed by the PWOC International 2nd Vice President-Leadership Development (“the 2nd VP”) with approval of the PWOC International President (“the president”) and consensus of the executive board.

See General Responsibilities.

1. Acts for the 2nd VP when requested
2. Remains in frequent communication with the 2nd VP
3. Assists the 2nd VP in the planning, development and execution of *Leadership Training Seminars*
4. Participates as a trainer for *Leadership Training Seminars*
5. Participates in the selection of trainers for *Leadership Training Seminars*
6. Assists the 2nd VP with the administrative details of planning and implementing the *Train the Trainer* event
7. Assists the 2nd VP in developing a workshop to be presented at Vision Week to PWOCI Regional Presidents on establishing a training schedule and assigning trainers to *Leadership Training Seminars* in their regions

8. Is responsible for the administrative aspects of *Leadership Training Seminars* as follows:
 - a. Creates and distributes a roster of all trainers and regional presidents, then updates and redistributes it at intervals throughout the training season
 - b. Interfaces with regional presidents and trainers to establish and update the Master Schedule for the *Leadership Training Seminars*
 - c. Monitors the cost-effectiveness of proposed flights and travel plans submitted by trainers
 - d. Assembles trainers' supplies, including packets, notebooks, non-document items, etc.
 - e. Oversees the distribution of all materials and supplies to trainers at *Train the Trainers* and monitors the availability of supplies throughout the training season
 - f. Insures clear and consistent communication between Regional Presidents, trainers, and installations
 - g. Compiles information into an end-of-the-season *Leadership Training Seminar* brief using the evaluations gathered and submitted by the trainers throughout the training season and forwards the brief to the 2nd VP and the president
9. Stays up-to-date on all issues that impact training, communicating them with the 2nd VP (for example: high cost travel expenses that need approval, unusual requests from an installation for training, etc.)
10. Helps develop and implement a system for evaluating trainers
11. Works under the oversight of the 2nd VP and, ultimately, reports to the PWOC International President

Bible Study Resource Coordinator

The Bible Study Resource Coordinator leads a team that develops and implements web-based Bible study facilitator/teacher training and Spiritual Life Resources to be used by local PWOCs. She is appointed by the PWOC International 1st Vice President-Spiritual Development ("the 1st VP") with approval of the PWOC International President ("the president") and consensus of the executive board.

See General Responsibilities.

1. Works closely with the 1st VP to determine what resources the team will develop during their term in office
2. Works closely with the 1st VP to develop strategies that will deepen women's relationships with Jesus Christ and one another and their understanding and application of Biblical truth
3. Identifies and recruits a team of talented women to write, edit, proof read and format Bible study facilitator/teacher training resources and Spiritual Life resources (may at times include specific Bible Studies relating to the international theme or needs identified by the executive board), working closely with the 1st VP and under the advisement of the president
4. Oversees the planning, development and implementation of the resources being developed, under advisement of the 1st VP
5. Works closely with the 3rd Vice President-Communications Coordinator to use the PWOC website and other technology in the development and implementation of the resources
6. Insures that all resources developed conform to the graphic standards of PWOC International, working closely with the 3rd Vice President-Communications Coordinator
7. Works closely with the 3rd Vice President-Communications Coordinator to develop promotional strategies and materials regarding resources developed

8. Contributes notices and articles to the PWOCI website to encourage use of resources developed
9. Works under the oversight of the 1st VP and, ultimately, reports to the PWOC International President

Resource Coordinator

The Resource Coordinator develops and manages ministry resources (other than financial) that support local PWOCs in carrying out PWOC ministry. She is appointed by the PWOC International 3rd Vice President-Communications Coordinator (“the 3rd VP”) with approval of the PWOC International President (“the president”) and consensus of the executive board.

See General Responsibilities.

1. Oversees the speaker/presenter/worship leader list on the PWOCI website
 - a. Receives and reviews applications from women who want to appear on the list
 - b. Checks all references of applicants
 - c. Decides who will or won't appear on the list, working closely with the 3rd VP
 - d. Submits information to be posted to the Website Manager
 - e. Updates the list for web posting in January and July of each year, keeping a record of date of posting and removing any profiles that are over two years old
2. Identifies, recruits and oversees a pool of local PWOC board position Subject Matter Experts (SME's) whose contact information is posted on the PWOCI website, monitoring their email communications ([See attached SME Guidelines, I-A?](#)) [LINK](#)
3. Assists the 3rd VP in developing and updating resources that are linked to ***The Women's Ministry Manual***
4. Sends information to the Website Manager to update the “Resources to Help You Succeed” lists and links in the Local section of ***The Women's Ministry Manual***
5. Assists the 3rd VP in developing special resources to meet needs of PWOC International as requested by the president or as situations require
6. Selects a committee to develop a *PWOCI Leadership Training Seminar* resource packet for local PWOCs that supports the PWOCI yearly theme and/or PWOCI Aims and, at a minimum, includes ideas for programs, retreats, Bible studies, music, board position resources and resources for Chapel and Chaplain relations, working closely with the 2nd Vice President-Leadership Development
7. Works closely with the 3rd VP in utilizing information received on quarterly reports that may be added to the resource collection
8. Submits information regularly to be posted on the website to inform PWOC participants of available PWOCI ministry resources and encourage their use
9. Helps develop resources relating to the yearly theme, working closely with the 3rd VP and the Theme Logistics Coordinator and under advisement of the president
10. Assists the 3rd VP to insure that all resources developed conform to the graphic standards of PWOC International
11. Works under the oversight of the 3rd VP and, ultimately, reports to the PWOC International President

Website Manager

The Website Manager is responsible for the management and maintenance of the PWOCI website (“the website”). She is appointed by the PWOC International 3rd Vice President-Communications Coordinator (“the 3rd VP”) with approval of the PWOC International President (“the president”) and consensus of the executive board.

See General Responsibilities.

1. Manages the PWOCI website's international pages of the website content
2. Gathers and posts information from the PWOC International Board members and other appropriate contributors
3. Uses grammatical and editorial skills to ensure quality of information posted to the website
4. Works with each PWOCI Regional President to identify a woman from each region to serve as the website point of contact for the region
5. Supervises, trains and works with the regional points of contact for the regional pages of the website
6. Provides training and written instructions on how to use the website (to include training board and council members at Vision Week and instructions included in transition packets for new regional boards)
7. Works closely with the 3rd VP to determine if potential website content is appropriate
8. Keeps the website current in information and design and regularly posts updates (See attached suggested schedule, IA-.) [LINK](#)
9. Plans future developments for the website and carries out the plans after they are approved
10. Liaises with the Internet Service Provider (ISP)
11. Works under the oversight of the 3rd VP and, ultimately, reports to the PWOC International President