PWOC Sample President's Timeline

Note: *Not all of the items on this sample timeline are the President's responsibility but are included for the sake of following up with the appropriate board members.*

April/ May

- Prayerfully approach and interview ladies for chair positions. *(Suggestion: Review the Women's Ministry Manual section on the Local PWOC Appointed Board Positions. Go over the job description during the interview process).* Make it clear that attendance on Tuesday mornings and for board meetings is imperative.
- Consider combining some of the board positions that are not active year-round like Retreats. It's very hard to stay motivated as a board member when your job is not a consistent part of PWOC. Maybe have another board member supervise a retreat committee? Perhaps divide responsibilities between other board members and make a retreat committee within the board? The Historian Chair could be combined with Publicity. It may be more productive to have a smaller board that is more cohesive and harder working than a larger board that is more complacent and may see their jobs as dispensible.
- Create a board roster, include birthdays *(Suggestion: Go to www.dayspring.com and arrange for birthday cards to be sent to every board member throughout the year).*
- Meet with the Executive Board and share vision, goals, etc. Pray for the PWOC year. Decide on summer calendar and study.
- With input from Executive Board, set the calendar for the year *(make sure you have a school calendar).*
- Board Meeting- set the tone for the year, share vision, inspire the board. Approve the calendar. Look at last year's budget for each chair position. Share expectations. Give clear expectations of what you are looking for from each board member. Make sure they know their job starts in May and not at the kickoff in August. Even if the position itself is dormant over the summer, there should still be the expectation of attendance and a joint effort to reach out to our ladies regardless of chair position.
- Once calendar is set, make sure the building is reserved for the PWOC year. Schedule all other non-Tuesday events (board meetings, etc.) and make sure they make it on the official calendar. Work with the Admin Coordinator to accomplish this task.
- Offer a new board training day- ideally the Tuesday immediately following Installation (before school is out). Go over some basics of serving on a board, POR's, Board Reports. Give an overview of the Summer Study, Programs, and whatever else helps to set the tone and join the ladies as a team. Go over the new theme. See which chapels are represented on the board. Choose one person from each chapel to be the liaison for getting information to the chapel- flyers, announcements, power points, etc. Also, they would be the ones to relay information *from* the chapels (i.e. "Soldiers Chapel is doing a canned food drive and wants to know if we'd like to join them"). If all the chapels are not represented, see if there are ladies in the PWOC body who would be willing to fill

that role. Don't be afraid to introduce yourself to the chaplains/pastors of those congregations. Let them know PWOC is there for them.

- Make it clear that the job starts in May, not after Summer. Encourage Summer attendance.
- Plan for a board retreat *(Consider doing a "Retreat within a retreat" during the PWOC Spring Retreat)*
- Meet with the Chaplain Advisor to share vision for the year. Listen to him/her and make sure what you do is fitting in with his/her vision.
- Publicity: Summer Program info to Chaplain Advisor, Installation Chaplain's Office, chapels, Community Services, Housing, etc
- Watchcare Liaison gives childcare coordinator Summer dates, buildings to be used and the number of workers needed.

June/July

- If applicable, participate in Leadership Retreat
- Oversee Summer Sessions
- *Suggestion: Arrange a couple of informal get-togethers for the new board to get to know one another. Maybe on "off" Tuesdays b/t Summer Session's end and Fall Kickoff*
- Reserve buildings for the year if you have not already done so.
- Work on budget- ask chairs for any requested changes from last year. Leave "wiggle room" in the budget to allow for price changes or unforeseen costs, but also be as conservative as you can, realizing that we use *sacred dollars*- money that comes from the tithes and offerings of our chapels.
- Make sure everyone is preparing for Fall Kickoff- It's a good idea to ask questions and check up on board members. Sometimes the ladies are uncomfortable with their positions at the beginning and need some guidance and encouragement and maybe even help to complete their tasks.
- Emphasize the need to be proactive- to look at the calendar, see what's coming up and how that affects each position. Follow up on essential tasks- don't assume they're getting done.
- Watchcare Liaison gives childcare coordinator Fall dates, buildings to be used and the number of workers needed.
- Publicity: Fall Program info to Chaplain Advisor, Installation Chaplain's Office, chapels, Community Services, Housing, etc General info. brochures should be given to chapel liaisons. Keep a supply in the closet so liaisons can restock as necessary. Put an insert with class information into the brochure (this will be changed out in the Spring).
- Participation: Update the roster or start a new one. Make sure to add Summer newcomers. Make sure Participation sends out an updated roster occasionally. She should also have a hard copy available at the table to make corrections.
- Reserve a table at the Info Fair for mid-August. Have Publicity Chair make general information brochures. Have an insert for the brochure that details what classes are being offered. Have information available for the nighttime study as well. Also consider having bookmarks, favors, banner, etc. ready for display. Recruit volunteers to help at the table. There is no cost since we are non-profit.

August

- Final preparations for Fall Kickoff- make sure each board member is doing their part
- Hold monthly board meeting.
- Host the PWOC table at the Super Sign-up day. Have a tri-fold board or poster to advertise who we are and what we do. Suggestion- bring an easel to set that up behind the table so it doesn't block faces. Bring general information flyers. Bring give-aways- pens, keychains, chocolate etc. Bring a sample book from each class being offered. Suggestion- find our MCCW sisters and introduce yourself. Exchange contact information. See if they're willing to partner on projects, or if they'd like to have a joint prayer meeting, etc. An event in the Fall and another in the Spring is a good goal.
- Meet with Financial Liaison and Chaplain Advisor to approve projected budget.
- Will there be a Fall retreat? Work with the Retreat chair. Start publicity. Decide on date and location.
- Approach Protestant Parish Councils and/or attend monthly financial meeting to request funds as needed.
- Spiritual Life: New Teachers Training
- KICKOFF a great year!

September

- Hold monthly board meeting
- Meet with Chaplain Advisor
- Make adjustments as needed for space/ location of care groups and childwatch rooms
- Decide if an evening study will be offered and make necessary arrangements- appoint a leader, order books, etc.
- Retreats: Start registration. Make sure Retreats chair is progressing with details.

October

- Hold monthly board meeting
- Meet with Chaplain Advisor
- Be thinking about what to do for the board for Christmas. Start working out the details.
- Commander's Master Religios Program report is due (if the Religious Support Office requests one)
- Appoint someone to head up the Leadership Selection Committee, if this hasn't already been taken care of.
- Order Christmas gifts for board members (or make something).
- Retreat: Finalize arrangements.
- Spiritual Life: Survey ladies for topics of interest and order books for January studies. Order teacher appreciation gifts to be given in December.

November

- Hold monthly board meeting
- Meet with Chaplain Advisor

- Make final preparations for board Christmas. Decide if the Dec. meeting can be a Christmas party with minimal business. Possibly meet in a home. Evening? Day? Husbands invited?
- Be prepared to farewell those PCS-ing in December

December

- Hold monthly board meeting/ Christmas party
- Meet with Chaplain Advisor
- Publicity: Update flyers/ brochures and redistribute with new information for Spring Semester
- Retreats: Make final decision if a Spring Retreat will be held. Make firm commitment of date, location and speaker.

January

- Hold monthly board meeting- Have the board begin working on materials to pass on to whoever takes over their position (job description, timeline, resources, what I wish I had known, letter…). This can be in a digital format.
- Meet with Chaplain Advisor
- Decide if an evening study will be offered for the Spring Semester and make necessary arrangements
- Spiritual Life: Teacher Training
- Kickoff Spring Semester
- Begin promoting Spring Retreat
- Leadership Selection Team leader makes announcement and encourages women to pray about serving on next year's board.

February

- Hold monthly board meeting- continue working on continuity materials for the next board.
- Meet with Chaplain Advisor
- Leadership Selection Committee surveys ladies for interest in next year's board. Request for Consideration forms are made available.

March

- Hold monthly board meeting- continue working on continuity materials
- Meet with Chaplain Advisor
- Order end-of-year gifts for board members
- Leadership Selection Committee announces incoming Executive Board
- Notify the incoming board of any Leadership Training that's available.
- Assist incoming president with advice/ suggestions about remaining board positions
- Current Spiritual Life: place order for teacher appreciation gifts.

April

- Begin working with incoming president

- Provide a time to work on continuity notebooks. Offer suggestions and help for how to put them together.
- Hold joint board meeting (old and new boards)- hand over continuity materials to incoming board members
- Meet with Chaplain Advisor
- Publicity: mid to end of April- Promote and advertise Summer Session
- Incoming Spiritual Life: order materials needed for Summer Session
- (new?) Spiritual Life: survey ladies for interest in Fall studies. Order materials.

May

- Meet with Chaplain Advisor
- Installation of new board
- Publicity: continue to promote and advertise Summer Session