



HOW TO BE A FAWCO REP

Empower your club to take full advantage of the FAWCO experience!

Get started

- Log in to the FAWCO website (www.fawco.org) using your CLUB username and password. Ask the previous FAWCO Rep if you have not received this information or write to vpmemberclubs@fawco.org.
- Click "Edit My Club Profile" in the drop-down menu next to the greeting at the upper right-hand corner of the home page under "User Menu" (click on the little arrow to find it). Update the contact information (including your club president's and treasurer's information and your own), as well as any other pertinent information, and click "Save". You will be able to access the password-protected areas of the website with your club username and password, or you may choose to sign up for a personal account.
- Regularly check your inbox for FAWCO correspondence.
- Review the FAWCO website (www.fawco.org) and the FAWCO Foundation website (www.fawcofoundation.org).
- Subscribe to FAWCO publications – the monthly News in Brief, quarterly President's newsletter Connections, monthly Foundation bulletin News You Can Use, semi-annual FORUM newsletter, Target Project Bulletin, and any relevant Task Force bulletins:
<http://www.fawco.org/home/publications/subscribe>
- Provide your club treasurer with the information she needs to pay FAWCO dues by December 31.
- Introduce yourself to your Regional Coordinator (rc1@fawco.org for Region 1, rc2@fawco.org for Region 2, etc.),
- Ask for help and support!! vp-memberclubs@fawco.org

Along the way

- Maintain regular contact with your Regional Coordinator and the 2nd VP.
- Make every effort to attend regional meetings, the Biennial Conferences and Interim Meetings.
- Consider hosting a regional meeting.
- Organize fundraising activities to support FAWCO philanthropic projects.

Keep information flowing – from FAWCO to your club

- Encourage your President, Board and club members to use the FAWCO website and to subscribe to FAWCO publications.
- Distribute FAWCO publications and share newsletters from other clubs.
- Raise awareness of FAWCO activities and resources for your club.
- Help your club connect with FAWCO Task Forces and Liaison activities that are relevant and significant to your membership, and promote projects around these mutual interests (i.e. Global Issues, US issues, UN activities).



- Organize a FAWCO Presentation or Workshop for your club.
- Promote applications for Development Grants and Education Awards.
- Encourage participation in regional meetings and annual conferences by club members.
- Report on the annual conference to your club, sending a copy of your report to the 2nd VP.

Keep information flowing – from your club to FAWCO

- Send copies of your club publications to your Regional Coordinator and to the 2nd VP.
- Update your club profile including the contact information for your President, FAWCO Rep and Treasurer.
- Send club news to vp-memberclubs@fawco.org to post on the FAWCO website.
- Help club members to prepare applications for Development Grants and Education Awards.
- Share your club's "Best Practices" with the FAWCO community.
- Recommend potential candidates for FAWCO and Foundation offices.

At the end of your term

- Transfer information and contacts to your successor (including your Club username and password) and introduce her to your RC and the 2nd VP.

Rebecca DeFraités (AWG Paris)

FAWCO 2nd VP

October 2015