

DUTIES of an area Representative:

Here's a reminder of all that an area rep does. Thank you to all the women who take on this position. We appreciate you!

1. Have all members in good standing, by having paid yearly membership fees by August 31st of each year and be able to show their current membership card, if requested. 9/22/12
2. **Read MEOW By-laws, Standing Rules, and Area Group Guidelines** from your membership handbook and updates in the newsletters.
3. Coordinate the activities of your area group. Encourage sharing of responsibilities of your group's community service project, newsletter class scheduling, etc. Don't do it all on your own.
4. Communicate with your group's State Director about membership, schedule, community service project, involvement in local fairs and any needs of the group. Contact the Vice President, if you are unable to reach the Director.
 - If you do a monthly newsletter, please email it to your State Director and give her your group's yearly schedule of classes.
 - Please also email your group's yearly class schedule directly to the MEOW Newsletter Editor, Web Mistress and Vice-President. The Newsletter Editor also wants to print any information about your group and its members in the Newsletter—so write to her about yourselves!

Note: Your State Director should be contacting you as Area Rep on a quarterly basis and visiting your group at least once during the year. Please contact the Vice-President, if this does not occur.

5. Have a short information session at monthly meetings to discuss any business about community service, etc. Please read all correspondence sent from your State Director to your entire group so everyone will share in the latest information. A sharing time is also fun and helpful, giving members a chance to show completed projects or get advice on unfinished works.
6. Complete a final community service project report form and submit it by Sept. 15th of each year to the Vice President. Community service is what keeps our organization listed as non-profit—and doing things for others is part of what MEOW is all about. The final report for the entire group is **due on September 30th** by the Vice-President.
7. Attend the general membership meeting held at the MEOW seminar. If you are not attending seminar, ask a group member who is attending to go in your place and collect any information. (If no one is able to attend, any information can be emailed to you).
8. If you need, ideas, teacher contact, or other help, please contact your State Director or any of your MEOW board members. We are thankful for your leadership! Revised 7/27/11, 9/22/12

