

OPPORTUNITIES FOR LEADERSHIP IN CONCERNED WOMEN FOR AMERICA

At the state level, CWA's national field office appoints one **Director** to lead each state or major metropolitan area. Under each Director is a team of leaders known as the **Steering Committee**, which handles everything from public relations to state lobbying issues.

To give members a voice in each community, hundreds of **Prayer/Action Leaders** (PALs) have chapters in cities and towns across America. Prayer/Action Chapters are truly the heartbeat of Concerned Women for America. These chapters consist of faithful women and men who meet regularly to pray for leaders and issues, and then take action. And they are making a difference—keeping pornography out of the community, supporting crisis pregnancy centers and organizing voter registration drives.

Home Team Captains are an integral link between the Directors and the CWA network. They establish and activate prayer and action e-mail or fax lists or telephone chains to inform and inspire members to pray and write or call legislators.

STEERING COMMITTEE POSITIONS

The steering committee is led by the Director and provides the support she needs in order to carry out the many functions of a state or area organization. The committee meets at the Director's discretion, but, typically, once a month. Just as each member of the Body of Christ has many gifts and talents necessary to the function of the Church, steering committee members are essential to the organization.

THE PRAYER CHAPTER COORDINATOR

The Prayer Chapter Coordinator is one of the greatest assets to the Director. She is chosen for this position because she is a woman of prayer, works well with people from various denominations, has been an active Prayer/Action Chapter Leader herself and is a natural leader and encourager to others. Developing active chapters is her most important duty. She assists PALs in the following by:

- encouraging and inspiring PALs and their chapter members;
- providing training to new PALs;
- equipping PALs with CWA policy papers, brochures and CWA membership information to be used as educational tools for chapter members;
- seeking the advice of the Director and Steering Committee and planning a special training seminar or retreat for the Prayer/Action Leaders at least once a year;
- developing new chapters;
- speaking at or finding appropriate speakers for chapter meetings.

The Prayer Chapter Coordinator must have spiritual maturity, a servant's heart, and a desire to pray for and encourage women to be successful leaders.

RECORDS CORRESPONDENT

The Records Correspondent is the financial manager of the state or area organization. This position requires a woman or man who is well organized and detail oriented since the primary responsibilities are to keep accurate financial records for all CWA activities in the state or area and to send monthly reports to the national office.

The Correspondent is responsible to submit the following:

- Monthly financial activity report, including new memberships and donations
- Capital asset inventory list
- Special events budgets
- Annual budget

COMMUNICATIONS COORDINATOR

The Communications Coordinator commits to dedicate sufficient time to help obtain the media coverage that her area deserves. The position encompasses a variety of communications mediums: newspapers, radio, TV, Internet, letters to the editor, editorials, private appointments, speaking engagements, press releases and press conferences. The Communications Coordinator must be flexible and able to work at a moment's notice to send timely releases, alert members of a local or national broadcast or be prepared to accept calls from the press at odd hours. *This position requires an ability to write.*

LEGISLATIVE LIAISON

The Legislative Liaison serves as a source of information on certain legislative issues in the state capitol. (Note: CWA is not authorized to have official lobbyists.)

The Liaison ...

- monitors state legislation that is consistent with CWA's goals and concerns;
- visits the state Capitol and meets with legislators;
- may be called upon by the Steering Committee or the national office to write articles on legislation as needed for action alerts or a statewide newsletter.



535 AREA COORDINATOR

CWA's national office takes the lead in monitoring **federal issues**, but the home constituents are important in persuading a senator or representative in his or her district office to vote favorably. CWA founded the 535 Program to provide a base of informed citizens to alert members of Congress to their constituents' views.

The 535 Program derives its name from the 535 members of the U.S. Congress – 100 in the Senate and 435 in the House of Representatives. The 535 Program's goal is to have trained CWA members represent CWA's views to

Congress, both in Washington, D.C., and in the home districts of each member of Congress. The 535 Program consists of three roles for members:

- Area Coordinator
- Home District Liaisons (Non-steering committee position)
- Capitol Hill Liaison: These volunteers meet at the Washington, D.C. national office monthly for training and lobbying on Capitol Hill. For more information, contact the CWA Legislation Department: 800.458.8797.

The **535 Coordinator** has special opportunities to influence legislation that comes before the U.S. Congress. The 535 Coordinator's responsibilities are to:

- enlist, train, coordinate liaisons within the state;
- review material sent from the national office;
- meet with, write or call the legislator(s) regarding the issue(s);
- distribute legislation and action information to CWA members.

NON-STEERING COMMITTEE POSITIONS

THE DISTRICT COORDINATOR

As the area grows, the Prayer Chapter Coordinator might find that the chapters in her area or state are too numerous for her to serve effectively. The Director and Chapter Coordinator then divide the state into districts and recruit District Coordinators with similar duties to that of the Chapter Coordinator.



CWA has organized Prayer/Action Chapters and Home Team Captains nationwide to establish a network of women who believe in Biblical principles. The first three goals of CWA—informing, exposing and educating—are part of accomplishing the fourth goal: to organize a nationwide prayer network. The national office provides training manuals for both of these positions.

THE PRAYER/ACTION CHAPTER LEADER

The PAL plans and oversees monthly Prayer/Action Chapter meetings in a church, neighborhood or community. The emphasis is threefold: pray, educate, act. Each leader is provided with a monthly Prayer/Action Leaders Memo (PALM) that includes an inspirational piece, legislative updates and action items and prayer and praises. The PALM is designed for use as a guide for the monthly meetings.

A PAL or Home Team Captain must be a CWA member who agrees without reservation to CWA's Statement of Faith and Goals and Concerns. He or she must be willing to work under the Director or, in the absence of one in the area, the CWA national field office.

THE HOME TEAM CAPTAIN

The Home Team Captain (HTC) distributes information furnished by the national office and the state or area director. Using e-mail, fax and/or telephone, the HTC alerts members of his or her team of current information in which they are encouraged to read, pray and take action.



Thank you for your interest in volunteering with Concerned Women for America. If you would like to submit an application, please contact your state director.

[Barbara Ferraro](#)

State Director

Concerned Women for America of Hawaii

P.O. Box 10732

Hilo, HI 96721

(808) 965-6005

<http://hawaii.cwfa.org>