



Efficiency Requirements (Revised Oct 1 2026)

(Items shown in **red** must be sent in)

ITEM	SEND TO	SENT BY	DEADLINE
Membership Lists: Must include Name, Address, Phone # with area code, Husband's initials (or wid., sep., div.) and Employer. (Active, Non-Active, Fringe & Life Members are to be listed alphabetically and numbered separately)	A.O.W.C. Membership Chairman aowcmembershipchairman@gmail.com and a duplicate to A.O.W.C. Treasurer aowctreasurer@gmail.com	Membership Chairman (any executive member)	November 30th (full list) and an update by May 31st. (additional members ONLY) A NIL REPORT IS REQUIRED
Annual Dues & Insurance Fees (ensure you use the current form)	A.O.W.C. Treasurer aowctreasurer@gmail.com and a duplicate to A.O.W.C. Membership Chairman aowcmembershipchairman@gmail.com	Treasurer	November 30th and an update by May 31st. A NIL REPORT IS REQUIRED
Pin Orders	A.O.W.C. Past Pres. aowcpastpresident@gmail.com	Membership Chairman	March 31st
Newsletters	All A.O.W.C. Board Members & Sister Clubs	Historian	March 31st
By-Laws (follow 5 steps)	A.O.W.C. Constitution Chairman aowcconstitutionchairman@gmail.com	Constitution Chairman	May 31st
Executive Lists: Must include Name, Address, Phone # with area code, Husband's initials or (wid), (div), (sep), (--)	All A.O.W.C. Board Members	Secretary	June 30th
Revisions of President, Secretary, and Treasurer only (only the position being revised should be sent)	All A.O.W.C. Board Members	Secretary	Anytime
Board Nominee	A.O.W.C. Nominations Chairman aowcnominationschairman@gmail.com	Secretary	June 30th A NIL REPORT IS REQUIRED
Life Membership Nominee	A.O.W.C. Nominations Chairman aowcnominationschairman@gmail.com	Secretary	June 30th Nil Report NOT Required
Club Concerns: For the delegate's meeting (these should not be repetitious year after year)	A.O.W.C. President aowcpresident@gmail.com	President	June 30th Nil Report NOT Required
A.O.W.C. 25,50,60,65 & 70 Year Memberships	A.O.W.C. Past Pres. aowcpastpresident@gmail.com	Membership Chairman	June 30th A NIL REPORT IS REQUIRED
Executive Photos	A.O.W.C. Historian aowchistorian@gmail.com	Historian	June 30th
Membership Cards, Creed Cards, Memory Book Submissions	A.O.W.C. Membership Chairman aowcmembershipchairman@gmail.com	Membership Chairman (any executive member)	Anytime
Constitutions	Available in shared Google Drive	Available in shared Google Drive	Anytime

PLEASE FOLLOW THE EFFICIENCY GUIDELINES

***All items-excluding payments- may be sent by Canada Post or Email. Each will be marked accordingly.**