

COTTEY COLLEGE

The Cottey College Committee representative will serve a two year term which shall include participation on the Provincial Projects Committee. The Vice President and the Treasurer of Manitoba-Northwest Ontario Provincial Chapter shall serve as Advisors.

The Cottey College Committee representative is responsible for organizing, informing, and motivating the Manitoba-Northwest Ontario chapter chairmen in all their Cottey College promotion efforts. Their primary goal is that of recruitment of prospective students for Cottey College.

The duties of the Cottey College Committee representative shall be to:

1. Become familiar with the bylaws of Manitoba-Northwest Ontario Provincial Chapter pertaining to this project. See Article V Section 2.
2. Maintain close contact during the year with Provincial Advisors.
3. Act as liaison between International Chapter and the Manitoba-Northwest Ontario chapters on all matters related to Cottey College.
4. Provide a contribution to fall Projects Newsletter regarding Cottey College.
5. Act as a resource for chapters providing current information pertaining to Cottey College, including:
 - a) Sending all correspondence to Provincial President and Projects Committee Advisors for approval prior to distribution;
 - b) Distributing information to chapter chairmen as requested;
 - c) Assisting chapter chairmen to organize prospective Cottey student get-together, as required;
 - d) Maintaining, updating and sending programs to local chapters upon request;
 - e) Meeting with chapters when requested to talk about project.
6. Should Manitoba-Northwest Ontario have a successful Cottey applicant/scholarship recipient:
 - a) Distribute names and addresses of successful Cottey applicants to all chapter chairmen, encouraging the chapters to support the student(s) by means of cards, letters, gifts, etc.;
 - b) Inform Cottey College Financial Aid Office and Manitoba-Northwest Ontario Provincial Board of scholarship recipients and amount awarded ASAP. The Provincial Treasurer, upon request of the Cottey chair, will forward funds (in Canadian dollars);
 - c) Send the applicant/scholarship recipient information to the Provincial Historian;
 - d) Provide a small welcome gift to be sent or given to applicant/scholarship recipient upon her arrival at Cottey;
 - e) Send the student's biography to the Provincial Historian after the Cottey student leaves the college.
7. Participate in Projects Night at the annual Provincial Convention.
8. Set up a display at Provincial Convention with current information about Cottey College.

9. Hold a Provincial workshop for all chapter chairmen in order to plan recruitment strategy and to promote enthusiasm for Cottey as required or requested by the Provincial President.
10. Prepare a report to be given at Provincial Convention and printed in the Proceedings. In year following attendance at the Cottey Seminar, this report should include information about the Canadian Room. Email a typed report to the Provincial Secretary by April 1
11. Cottey chairman will attend the Cottey Seminar in August of even years.
12. Keep a file of current information relative to the project; this includes purging files of old and out of date information. When term is completed, pass on current file and all supplies to new chairman.

Chairmen of Provincial committees are members of Convention and are entitled to a vote. Provincial Chapter shall pay for Convention meals, excluding banquet, for chairmen of Provincial committees. Provincial Chapter shall pay necessary expenses as authorized by the Executive Board. These receipts shall be submitted to the Provincial Treasurer prior to Convention.