



Ostomy
Canada
Society | Société
Canadienne des
Personnes Stomisées

AWARDS MANUAL

2024

OSTOMY CANADA SOCIETY INC.

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INTRODUCTION

Awards are given to person/s of the Ostomy Canada Society Inc. (Ostomy Canada) for their incredible contributions towards the continuous success of the organization. Recognition and presentation of the awards serves as an inspiration to other members leading towards self-improvement and self-empowerment. It also increases participation and commitment of the Chapter/Support Group member/s to the Society.

These Awards will now be given on an annual basis.

If you have any questions about the Awards Manual or the nomination procedure, please contact awards@ostomycanada.ca.

MISSION

Ostomy Canada is a non-profit volunteer organization dedicated to all people living with an ostomy, and their circles of support, helping them to live life to the fullest through advocacy, awareness, collaboration, and support.

OSTOMY CANADA AWARDS

MAPLE LEAF AWARD

The Maple Leaf Award is the most prestigious award presented by Ostomy Canada. It is given to an Ostomy Canada member or associate who has demonstrated outstanding volunteer service for the benefit of Ostomy Canada and its members.

NURSE SPECIALIZED IN WOUND, OSTOMY AND CONTINENCE RECOGNITION AWARD

The Nurse Specialized in Wound, Ostomy and Continence Recognition (NSWOC) Award is given to an NSWOC who has supported persons with an ostomy through involvement with their local Chapter/Support Group's activities and at national functions. The award also enables Ostomy Canada members to acknowledge their NSWOC for his/her support and services.

CHAIR'S AWARD

The Chair's Award can be bestowed on any member at any level of the organization or to an associate who the Chair of the Board deems to have demonstrated outstanding voluntary services on behalf of the organization.

UNsung HERO AWARD

The Unsung Hero Award is presented to individuals who always work behind the scenes in any successful organization. They are also dedicated to Ostomy Canada but do not seek the limelight. In fact, they prefer to do their work and give their support in an unobtrusive manner. To be nominated for this award, an individual's story needs to be published in the national newsletter, Ostomy Canada Connects. It is our goal to have at least one Unsung Hero recipient each quarter.

An up-to-date list of the recipients of each award is to be kept on file at the National Office. Their names are also listed on the Ostomy Canada Website at www.ostomycanada.ca/our-awards. We will post the names once a year and provide recognition in the Summer issue of the Ostomy Canada Magazine which will "look back" at the previous year's recipients.

AWARDS POLICY

PURPOSE OF POLICY

The presentation of the awards serves as an inspiration to other members leading towards self-improvement and self-empowerment. It also increases participation and commitment of the Chapter/Support group members to the Society.

STATEMENT OF POLICY

It is the policy of the Ostomy Canada to recognize, acknowledge and honour deserving individuals for their outstanding contributions toward the success of the Society. A member of the Executive or Board of Directors of Ostomy Canada can be nominated to receive the Maple Leaf Award or the NSWOC Recognition Award. The Maple Leaf Award and the NSWOC Recognition Award can only be won once by a recipient in their lifetime.

DEFINITIONS

Outgoing Outreach Volunteers will be used interchangeably with the term "Community Outreach Support Services (COSS)", and will refer to those members who volunteer as regional administrators or other prominent volunteer roles that help engage the Ostomy Canada membership-at-large.

NOTE

The names of all recipients of the awards are to be kept on file at the National Office. The Awards Committee Leader will inform the National Office of the new recipients of each year the awards are given.

The Awards to be recorded are as follows:

- Maple Leaf Award
- NSWOC Recognition Award
- Chair's Award
- Unsung Hero Award

PROCEDURES

The Chair of the Board and Executive Director shall appoint an Awards Committee Team Leader, which will be responsible to execute this policy and maintain an Awards Procedure Manual.

AWARDS COMMITTEE

MAJOR FUNCTION

To coordinate the award process and to promote and solicit nominations based on established selection criteria.

RESPONSIBILITIES

1. Promote the nomination forms, which should be made available in January of a specific year. Promotions through Ostomy Canada's main communications channels (social media, newsletter, magazine) between January to April of a specific year.
2. Set a deadline to submit nomination form (usually June of a specific year with Maple Leaf, NSWOC and Chair's Award presented at September Annual General Meeting). In 2024, the deadline will be June, 2024.
3. Update and distribute nominations forms and selection criteria information to the National Office for Chapter/Support Group Chairs, Ostomy Canada Connects newsletter, and Ostomy Canada

Website at www.ostomycanada.ca/our-awards. (Suggested date, in mid-January).

4. Remind the Chair to consider a recipient for the Chair's Award.
5. The National Office will retain all original completed nomination forms (to be made available on the www.ostomycanada.ca website as downloadable PDFs and/or fillable forms on the website itself) and send copies to the Awards Committee Leader. They will ensure that the nomination forms are correctly completed for each nominee. If a Chapter/Support Group nominates more than one person, another nomination form must be completed.
6. Compile the nomination documents and distribute to the selection panel made of the Awards Committee and the presiding Board Member (to vote on Maple Leaf Award and NSWOC Recognition Award only) and set a deadline for voting results to be returned to the Awards Committee Leader by June 15 of a specific year.
7. The Committee Leader will compile the voting and scoring results of the nominees for both awards (Maple Leaf and NSWOC Recognition) based on selection criteria in order to select the award recipients.
8. Each year the Awards Committee will decide what is the best forum to present recipients. It is also the intent of the Committee to keep all names of nominations and recipients confidential until the awards are presented.
9. The Awards Committee Team Leader will be responsible for assigning a Committee Member to obtain the appropriate the recognition pieces for each award (acrylic plaque, certificate, etc.). Typically, we order from Supreme Trophy who needs 4-6 weeks for production.
10. Purchase a maple leaf-shaped trophy (glass or acrylic) for the Maple Leaf Award and a paperweight (glass) or a different shaped trophy (glass or acrylic) for the NSWOC Recognition Award and have each of them engraved.
11. At the awards presentation (face to face or virtual), ensure that the name of the recipient of the Maple Leaf Award and the NSWOC Recognition Award are kept confidential.
12. Put together all recipients' information for the awards presenters. Nomination forms will suffice. Give the presenters the information upon their arrival (based on how they will be presented) so that they have time to prepare for a short speech.
13. Obtain the list of recipients for: Unsung Hero Award from Ostomy Canada Connects Editor, Outgoing Board of Directors from the Chair and Outgoing Outreach Volunteers from the Regional Administrators and support the writing of any communications.
14. Support the presentation of the awards, with the Chair of the Board and other the National Office where needed, including:
 - Preparing the certificates
 - Assisting the awards presenters with the presentations

AWARDS COMMITTEE TEAM LEADER

Appointed by the Chair and/or Executive Director. The Awards Committee Leader should be appointed by January 1 of each year. The Awards Committee Leader and the national staff should be responsible for monitoring the awards@ostomycanada.ca email inbox in conjunction with National Office.

AWARDS COMMITTEE MEMBERS

Members will be appointed by the Awards Committee Team Leader in consultation with the Chair of the Board, and should be appointed by April 1 in any given year. The members should be representatives of Ostomy Canada at the Board or Chapter/Support Group level, as Regional Administrators, as Facilitators, or Staff.

The Executive Director will serve on the committee as an advisor.

AWARDS PROCEDURES

A. NOMINATION FORMS

Nomination forms for Maple Leaf Award and NSWOC Recognition Award are usually shared by March 1 each year (Connects, website, notes to Presidents and Facilitators). A letter from the Awards Committee Leader, including the two nomination forms and a copy of both selection criteria information, is sent to all Chapter/Support Groups and Support Group Leaders. The two nomination forms and selection criteria information are to be submitted to the Ostomy Canada Connects for publication and to be posted on the Ostomy Canada website until the deadline date of June that year.

They should also be promoted on social media and other relevant communication channels, working in tandem with the Marketing and Communications Co-Advisors to ensure the nominations forms are easily accessible.

Nominations Deadline

The Deadline Date for Nominations for Maple Leaf Award and NSWOC Recognition Award is June of a specific year. Completed forms are to be sent to Ostomy Canada National Office either via email to awards@ostomycanada.ca by attaching a completed nomination form as a PDF file, or by completing the online nomination form if available on the www.ostomycanada.ca website. The National Office will confirm its receipt and ensure all forms are fully completed.

B. AWARDS SELECTION PANEL

The selection panel for the Maple Leaf Award and NSWOC Recognition Award shall consist of the Award Committee Team Leader, plus four members who are appointed by the Awards Committee Team Leader in consultation with the Chair of the Board and/or Executive Director.

An email by the Awards Committee Team Leader will be sent to the members of each selection panel to request their participation in the decision process.

The Chair's Award is solely at the discretion of the current Chair of the Board of Ostomy Canada. The executive can and may be solicited for their advice but the final decision will rest with the Chair.

The Maple Leaf Award, NSWOC Recognition Award, and Chair's Award Recipient's names must be kept confidential until the presentation and forum are determined.

C. AWARDS SELECTION CRITERIA/PROCEDURE

1. All the members of each selection panel (Maple Leaf and NSWOC Recognition Awards) will receive the appropriate completed nomination forms, support letters, and numerical, scoring/grading scale sheets, plus one copy of the appropriate selection criteria sheet by email.
2. After reviewing the information about each nominee, the members of each selection panel will complete the numerical score/grading scale sheet, based on the selection criteria.
3. Members of the panel will select the top three nominees. The nominee with the highest combined score or rating will be the recipient. In the event of a tie, the Awards Committee Team Leader, in consultation with the selection members and/or the Chair, will determine the recipient of the award.

4. The selection results, as well as the nomination forms and all the completed numerical scoring/grading scale sheets, are then emailed by each selection panel member to the Awards Committee Team Leader. Note – the Awards Committee Team Leader may choose to host a meeting/call to share results or discuss recipients.
5. The Awards Committee Leader reviews the choice of the top three nominees for the Maple Leaf Award and the NSWOC Recognition Award to ensure that each nominee’s credentials meet the criteria for the award.

In the event of a tie the Awards Committee Team Leader in consultation with the selection members, and/or the Chair will determine the recipient of the award. By exception, two candidates may be awarded the Maple Leaf or NSWOC Award in any given year

D. AWARDS PRESENTATIONS

OSTOMY CANADA AWARDS

The Maple Leaf Award and NSWOC Recognition Award will be presented at a live or virtual event. The presenter will be identified and selected by the Committee.

The Chair’s Award will be presented by the Ostomy Canada Society Chair of the Board or his/her designate. Unsung Hero Awards will be presented by the Ostomy Canada Chair assisted by the Awards Leader at a live or virtual event.

CERTIFICATES OF APPRECIATION

Outgoing Director Certificates will be presented by the Ostomy Canada Chair of the Board and be sent to the recipient. Those individuals will be recognized at their final Board meeting (typically the AGM).

E. PROMOTING

- Send communiques each year (Spring Connects) about the awards and key dates/deliverables
- Send out a special note to Chairs and leadership of Chapters and Peer Support Groups
- Place a banner ad in March on the website directing readers to the Award section on the website
- Where appropriate, share information via social media vehicles

F) Key Dates

January

- Include in Ostomy Canada Connects - Outline program, nomination procedure and criteria
- Appoint Awards Committee Leader, form a small working or selection committee if possible
- Promote the Awards manual and deadlines to all stakeholders
- Review the Awards Manual and Nomination forms, then upload to the Ostomy Canada website

February to April

- Promote again in the Ostomy Canada Connects
- Promote on Social Media

May

- Once nomination forms are received the Awards Committee Leader will distribute the completed forms and selection criteria to the Awards Committee to act as the selection panel
- Awards Committee Leader should remind the Chair to consider candidates for the Chair's Award

June

- June 1st is the deadline to receive nomination forms to the National Office.
- June 15th is the deadline for the Committee to submit their selections to the Awards Committee Leader. The Awards Committee Leader will compile each committee members' submissions and will advise the Chair and Executive Director of the winner of the Maple Leaf and NSWOC Recognition Awards.
- June 15th is also the deadline for the Chair to select the winner of the Chair's Award.

August

- Awards should be purchased and engraved with the winners' names. Letters, award speeches, and other communication should be drafted.

September

- Awards are presented at the AGM, in-person/virtual event, and/or Chapter/Support Group Meeting(s), depending on what is deemed most appropriate by the committee in each given year.

October

- Article published in the Winter Issue of the Ostomy Canada Magazine & Connects, listing the award recipients, their picture, and biography. Also lists the Unsung Hero(es) for that year.



Ostomy
Canada
Society

Société
Canadienne des
Personnes Stomisées

Nomination Forms

MAPLE LEAF AWARD

NSWOC RECOGNITION AWARD

Maple Leaf Award

Trophée Maple Leaf

Nomination Form

Nominating Chapter/Support Group/Association proposante

Contact Person/Personne responsable

Phone/Téléphone

Email/Courriel

Name of Nominee/Nom de la personne proposée:

1. Is the nominee a member of your Chapter/Support Group? Est-il/elle membre de votre association locale ?

Yes/Oui No/Non

If yes, how long?/Si oui, depuis quand?

2. Does the nominee hold/held any of the following positions at the local level? Détient-il/elle ou a-t-il/telle déjà tenu un des postes suivants au niveau local?

Chair/Président year(s)/année(s)

Treasurer/Trésorier year(s)/année(s)

Secretary/Secrétaire year(s)/année(s)

Board member/Membre du conseil year(s)/année(s)

Other-please specify/Autre-veuillez préciser

3. Does the nominee hold/held any of the following positions at the national level? Détient-il/elle ou a-t-il/elle déjà tenu un des postes suivants au niveau national?

Chair/Président year(s)/année(s)

Treasurer/Trésorier year(s)/année(s)

Secretary/Secrétaire year(s)/année(s)

Board member/Membre du conseil year(s)/année(s)

Other-please specify/Autre-veuillez préciser

4. Has the nominee promoted Ostomy Canada Society awareness at the/Fait-il/telle la promotion de la SCPS au:

Local level/ niveau local Yes/Oui No/Non

National level/ niveau national Yes/Oui No/Non

If yes, please describe. Si oui, élaborer:

5. Has the nominee been involved in the Chapter/Support Group Outreach? A-t-il/elle participé au Programme de service de soutien des associations dans sa région? Yes/Oui No/Non

As a visitor Coordinator/formation des visiteurs

As a trained/certified ostomy visitor/un visiteur certifié stomisé

As Chapter/Support Group Visitor Coordinator/coordonateur de visiteurs locaux

Other-please specify/Autre-veuillez préciser:

6. Has the nominee participated in Chapter/Support Group national fundraising, such as Step Up for Ostomy? A-t-il/elle participé aux campagnes de levée de fonds au niveau local/national?

Yes/Oui No/Non

If yes, please describe/Si oui, élaborer:

7. In what capacity has the nominee been involved in Ostomy Canada? Please check all that applies. Participe-t-il/elle aux programmes et services de la SCPS ? Cochez tous ceux qui s'appliquent.

Ostomy Canada Magazine

Ostomy Canada Connects

Chapter/Support Group Newsletter

Friends of Ostomates Worldwide

Ostomy Canada Youth Camp

Ostomy Canada AGM Delegate

Other-please specify/Autre-veuillez préciser (like SASO, article submissions to Connects or magazine, 20/40, Gutsy Gang, etc.):

Please describe the nature of the involvement/S.v.p. élaborer le genre de participation

8. In what ways has the nominee represented their Chapter/Support Group and/or Ostomy Canada outside the organization?

9. Briefly comment on why you feel the nominee should receive the Ostomy Canada Society Maple Leaf Award. Brièvement, indiquer pourquoi il/elle mérite le trophée Maple Leaf de La Société Canadienne des Personnes Stomisées. *Please do not submit more than 500 words. Please note that some of this information may be used to write an award presentation and/or an article for the award winner. Veuillez ne pas soumettre plus de 500 mots. Veuillez noter que certaines de ces informations peuvent être utilisées pour rédiger une présentation de prix et/ou un article pour le lauréat.*

Completed Maple Leaf Award nomination form to be sent to Ostomy Canada National Office via email to info1@ostomycanada.ca or via mail to 5800 Ambler Drive, Suite 210, Mississauga, ON, L4W 4J4, attention: Awards Committee Leader, by June 1, 2024. Le formulaire de mise en candidature dûment complété doit être envoyé au Bureau national de la SCPS par courriel (info1@ostomycanada.ca) or par la poste: 5800 Ambler Drive, Suite 210, Mississauga, ON, L4W 4J4 : a/s de : Personne responsable des prix mérite, par le 1 juin, 2024.

Selection Criteria for Maple Leaf Award Nominee

The selection criteria will be considered by members of the Awards Committee. The following are the criteria that should be adhered to:

1. ACTIVE MEMBERSHIP

The nominee must be a member of good standing in a local Chapter/Support Group and Ostomy Canada.

2. LEADERSHIP AT THE LOCAL LEVEL

Contributes to the organization of the Chapter/Support Group and its activities for the betterment of its members, with a good sense of direction and leadership skills, help the Chapter/Support Group members focus on setting goals and objectives.

3. LEADERSHIP AT THE NATIONAL LEVEL

Contributes to the national organization: example committee membership, community liaison, as a member of the Board of Directors, etc. Nominees with a good sense of direction and leadership skills are an asset to the setting of goals and objectives for the national organization.

4. PROMOTES OSTOMY CANADA SOCIETY AND OSTOMY AWARENESS

An interest in promoting public awareness of Ostomy Canada Society is an important asset. Nominees should have the skills to promote public awareness and the Ostomy Canada Society mission within the local or medical community.

5. INVOLVEMENT IN COMMUNITY OUTREACH SUPPORT SERVICES (COSS)

The nominee devotes the time and energy, as a volunteer, for example: as a visitor coordinator or presenter; or Chapter/Support Group visitor coordinator, Youth Camp volunteer, Group leadership.

6. FUNDRAISER

An understanding of different methods of fundraising is important for the nominee to have. Strategy planning on how to raise money for a Chapter/Support Group and Ostomy Canada Society is the main task of a fundraiser. Nominees should have some experience in the planning and execution of fundraising events at the Chapter/Support Group and national level.

7. INVOLVEMENT AT NATIONAL LEVEL

Nominees who are involved with different programs/services of the Ostomy Canada Society can influence the growth of a Chapter/Support Group. Nominees who are involved are a great asset. The nominee helps foster a caring, positive and welcoming atmosphere through their involvement.

NSWOC RECOGNITION AWARD

TROPHÉE DE RECONNAISSANCE DE STOMOTHÉRAPEUTE

NOMINATION FORM

Nominating Chapter/Support Group/Association proposante

Contact Person/Personne responsable

Phone/Téléphone

Email/Courriel

Name of Nominee/Nom de la personne proposée:

1. How long has the Nurse been a NSWOC? Depuis quand (est-il/elle) au service de Stomothérapie ?
year(s)/année(s)

2. Describe how they provide services, support and/or guidance to persons with an ostomy in the community (i.e., are they an educator, clinician, consultant, researcher, administrator, etc.)? Comment fournissent-ils des services, du soutien et/ou des conseils aux personnes ayant une stomie dans la communauté (c.-à-d., sont-ils un éducateur, un clinicien, un consultant, un chercheur, un administrateur, etc.) ?

3. Is the NSWOC a member of your Chapter/Support Group? Est-il/elle membre de votre association locale?
Yes/Oui year(s)/année(s) No/Non

4. Does the NSWOC attend Chapter/Support Group meetings regularly? Est-il/elle présente régulièrement aux réunions de votre association locale?
Yes/Oui How often? Fréquence:
No/Non

5. Does the NSWOC encourage new patients to come out to Chapter/Support Group meetings? Encourage-t-il/elle les nouveaux patients à fréquenter les réunions locaux? *Please note that Ostomy Canada acknowledges that not all NSWOCs are able to participate or encourage participation for a Chapter/Support Group in their area. Veuillez noter que nous reconnaissons que tous les ISPSC ne sont pas en mesure de participer ou d'encourager la participation à un chapitre/groupe de soutien dans leur région.*
Yes/Oui No/Non

6. Have they been involved in community outreach for Ostomy Canada?? Ont-ils participé à des activités de sensibilisation communautaire pour la Société?
Yes/Oui No/Non

If yes, please check/Si oui, veuillez cocher:

Uses Trained Visitors in hospital or community/Fait appel aux visiteurs entraînés, à l'hôpital ou communauté

Participates in Visitor Training Program/S'implique dans l'élaboration des cours de formation des visiteurs

Other : please specify/Autre : veuillez préciser:

7. Participates in educational programming at/Est-ce qu'il/elle contribue aux réunions éducatives au:
local level/niveau local regional level/niveau régional
national level/niveau national

If yes, please describe briefly/Si oui, élaborer brièvement.

8. Does the NSWOC help with Chapter/Support Group and/or national fundraising? Participe-t-il/elle aux campagnes de levée de fonds au niveau local et/ou national? Yes/Oui No/Non

If yes, please describe/Si oui, élaborez:

9. Does the NSWOC get involved in the Ostomy Canada Society programs and services? Participe-t-il/elle aux programmes et services de la SCPS? Please check all that applies/Cochez tous ceux qui s'appliquent.

Ostomy Canada Magazine

Ostomy Canada Connects

Chapter/Support Group Newsletter

Friends of Ostomates Worldwide

Ostomy Canada Youth Camp

Ostomy Canada AGM Delegate

Other-please specify/Autre-veuillez préciser (like SASO, article submissions to Connects or magazine, 20/40, Gutsy Gang, etc.):

10. Does the NSWOC support their local Chapter/Support Group of Ostomy Canada Society in any other capacity not mentioned? Est-ce qu'il/elle collabore avec l'association locale de l'ACPS autre que mentionné?

Yes/Oui

No/Non

If yes, please describe/Si oui, élaborez:

11. Briefly comment why you feel the NSWOC should receive the NSWOC Recognition Award. Brièvement, indiquer pourquoi il/elle mérite le trophée de reconnaissance de stomathérapeute.

Completed Maple Leaf Award nomination form to be sent to Ostomy Canada National Office via email to info1@ostomycanada.ca or via mail to 5800 Ambler Drive, Suite 210, Mississauga, ON, L4W 4J4, attention: Awards Committee Leader, by June 1, 2024. Le formulaire de mise en candidature dûment complété doit être envoyé au Bureau national de la SCPS par courriel (info1@ostomycanada.ca) or par la poste: 5800 Ambler Drive, Suite 210, Mississauga, ON, L4W 4J4 : a/s de : Personne responsable des prix mérite, par le 1 juin, 2024.

Selection Criteria for NSWOC Recognition Award Nominee

The following are the criteria that must be adhered to:

1. EXPERIENCE WITH ACCOUNTABILITY AND RESPONSIBILITY

NSWOC functions as an educator, clinician, consultant, researcher, and/or an administrator. A skilled and well-experienced NSWOC contributes and provides services, support and guidance as needed to persons with an ostomy in the community.

2. MEMBERSHIP OF A CHAPTER/SUPPORT GROUP OR NATIONAL SUPPORTER

As a member of good standing the NSWOC must be accessible and participate in the functions and activities of the Chapter/Support Group and Ostomy Canada Society.

3. ATTENDANCE AT CHAPTER/SUPPORT GROUP MEETINGS

Regular attendance as a member of a Chapter/Support Group creates more opportunities to get involved and contribute to the Chapter/Support Group and Ostomy Canada Society.

4. ENCOURAGES CHAPTER/SUPPORT GROUP PARTICIPATION

NSWOC encourages his/her ostomy patients to attend Chapter/Support Group meetings for continuing support and help.

5. INVOLVEMENT IN COMMUNITY OUTREACH SUPPORT SERVICES (COSS)

NSWOC calls on the services of a Chapter/Support Group's trained visitors to meet with new ostomy patients and supports the COSS program by participating in seminars to train ostomy visitors.

6. LEADER/INVOLVEMENT IN EDUCATIONAL PROGRAMS

Good leadership results in productivity. It can bring positive and good influences in helping new ostomy patients and Chapter/Support Group members. One aspect of good leadership is involvement in educational programs at the local, regional and national levels.

7. FUNDRAISER

It is important for the NSWOC to get involved in fundraising initiatives. Increased funding makes it possible for a Chapter/Support Group/ Ostomy Canada Society to engage in development of programs and services.

8. INVOLVEMENT WITH A CHAPTER/SUPPORT GROUP/OSTOMY CANADA SOCIETY

Ostomy Canada Society provides numerous programs and services which are beneficial to its members. An NSWOC who participates in any of these programs/services is in a great position to share his/her expertise, to promote better communication and to mentor its members.

9. PATIENT SUPPORT & RELATIONSHIP

The NSWOC nominee helps to develop meaningful relationships. A good communicator and listener, with a caring and compassionate attitude, helps new ostomy patients and members increase their self-esteem and improve their 'quality of life'. With these overall characteristics an NSWOC encourages Chapter/Support Group members to support each other.