

High Priority Position Needs

Communications Committee

Interested
in Updating
Website!

Committee Page Updates

- When a committee adds or removes a member, update the committee page with information provided by the committee chair.
- Time Commitment: 1-2 hours per month.

Interested
in Reaching
Members!

Text Coordinator

- Periodically, review responses to our infrequent texts to members and forward any questions or concerns to the appropriate persons in WFSB.
- Time commitment: 1-2 hours per month.

Interested
in Reaching
Members!

Mailings co-manager

- Send e-mails and texts to WFSB members, a few each month.
- Work with co-manager to divide responsibilities according to schedules.
- Time commitment: 1-4 hours per month.

Interested
in Creating
Content!

Writer

- Create content for newsletter and event bulletins.
- Time commitment: approximately 5 hours/month.

Educational Events Committee

Interested
in
organization
and
productivity

Information Manager: Educational Events

Assist the Educational Events and GIA Co-Chairs with administrative duties, such as:

- Maintain current records in Microsoft 365 Outlook and SharePoint and on the Women's Fund website. This includes the roster of Committee members, policies, procedures, meeting notes, and any other relevant information.
- Monitor, track and facilitate various Committee functions, such as budget allocations and expenditures, grantee representatives' presentations at events, and practical needs for supplies for events.
- Record meeting notes, as needed.

Interested
in
producing
events!

Event Planner

- As part of a team, plan and implement one or more Grants in Action events per year.
- Time commitment: approximately 20 hours over 2 months per event.

Interested
in
assisting
with events!

Food and Beverage Coordinator for Grants in Action Events

- Work collaboratively with event planners to develop a plan for refreshments and procure items from local vendors within established budgets.
- Time commitment: approximately 5-8 hours per event, several times a year.

Information Technology Committee

Information Manager: Information Technology

Assist the Information Technology team with the following administrative duties:

- CiviCRM
 - Create new contacts: vendor, sponsor, research prospect
 - Update contact records for above
 - Create and update mailing and letter templates
 - Update grantee contacts and grantee details
 - Update sponsor details
 - Edit and delete redundant mailing groups
 - Update and delete redundant reports
- Microsoft Office 365
 - Post documents for IT committee and possibly other committees
 - Create document templates
- SharePoint
 - Make sure folders are updated for each year
 - Archive annually
- Minutes
 - Take and post minutes of committee meeting
- Time commitment: 1-2 hours per week.

Interested
in
organization
and
productivity

Membership Committee

GCL New Captain Orientation Specialist

- Ask IT for permissioning new captains and decommissioning retiring captains.
- Update Civi information, according to a checklist for this procedure.
- Check report: Captains and Co-Captains and their groups for accuracy.
- Send new captains their log in and password.
- Schedule and hold orientation meetings for new captains, using GCLs outline.
- Time commitment: Varies, 1-2 hours per new captain, 10-20 new captains per year.

**Interested
in Working
with People
& Problem
Solving!**

Group Captain Liaison - General Specialist

On a one- or two-week rotation with a team of GCLs:

- Daily, check & respond to emails/phone messages that are directed to gcliaison@womensfundsb.org.
- After completing the request, document the action in the member's record and properly archive the email.
- Daily, check the Contributions Dashboard for new members and follow the New Member Procedures.
- Weekly, update the New Member Report Google Doc.
- Assist the GCL Team Lead with special projects, such as reviewing Impact Report drafts, writing postcards, planning Captains Connects and other gatherings, etc.
- Time commitment: Varies, 1-2 hours/day for one week/month.

**Interested
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Solving!**

Group Captain Liaison – Group Formation Specialist

- Input new groups into Civi.
- Connect with new captains to learn of their vision for the group
- Share New Group Formation documents.
- Help create agenda and attend Group Formation Kick Off meetings.
- Shepherd new groups in the voting process, stickiness, high or low touch ideas.
- Time Commitment: 5 hours per new group; approximately 5-10 new groups per year.

**Interested
in Working
with People!**

Membership Information Manager: assist the Membership team with administrative duties, such as:

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and
productivity

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- Monitor, track and facilitate various Committee functions, such as budget allocations and expenditures, grantee representatives' presentations at events, and practical needs for supplies for events.
- Record meeting notes, as needed.

Resource Development Committee

Business Outreach Volunteer / Sponsorship Ambassador

Interested
in Fund
Raising!

- Serve as Sponsorship Ambassador, using connections with local businesses to help secure sponsorships for WFSB activities.
- Time commitment: 4 meetings per year; flexible time spent connecting with sponsors.

Information Manager: Resource Development

Interested
in Data!

- CiviCRM
 - Create new Sponsor contacts
 - Update contact records and detail tabs for Sponsors and Legacy Society Members
 - Update and send acknowledgment letters
 - Update report filters annually
 - Post LOIs to web library
- Microsoft Office 365
 - Post documents for Resource Development Committee: Sponsorship and Legacy Society
 - Currently the Sponsorship Team uses a google doc for tracking, it is unclear if that can be transferred successfully to 365. It does require updating.
- SharePoint
 - Update folders annually
 - Archive annually
- Minutes
 - Take and post minutes of committee meeting
- Time Commitment: 1-2 hours per week average, as well as committee meetings online, which average once per month.