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**Membership & Communications Committee Chair & Vice-Chair**

**Committee Description:** The Membership and Communications Committee is responsible for promoting WIP through media such as advertising, newsletters, websites, social networks, public relations activities, and printed materials. Also, managing and enhancing donor engagement.

**Principal Responsibilities:**

* Meets as a committee with WIP Director once per month
* Promote WIP initiatives, events, donors, sponsorships, grants and grantees
* Market our current donors and accomplishments in the community
* Seek avenues for promoting WIP in the community through public relations activities, advertising, newsletters, website, social media venues, and printed materials.
* In collaboration with United Way, regularly monitor all online outlets for any necessary edits or updates (Website, Facebook, Twitter, etc.)
* Develop content for and edit monthly e-blast newsletters
* Support all WIP committee initiatives

**Leadership Roles**

* Chair:
	+ Organize and facilitate 1 WIP on the Town each quarter.
	+ Conduct committee meetings regularly
	+ Facilitate all committee action items, delegating and monitoring tasks in a timely manner
	+ Report committee’s activities to the Executive Committee monthly at meetings
	+ Disperse relevant information and upcoming WIP and UWM events and volunteer opportunities to the committee
	+ Recruit () active WIP members to serve on the committee
* Vice-Chair:
	+ Schedule meetings on behalf of the Chair with members and WIP Director
	+ Attend monthly Executive Meetings and provide committee report in the absence of the Chair
	+ Conduct committee meetings in the absence of the Chair
	+ Keep meeting minutes that are then emailed within 2 days to the committee members, WIP Director, Executive Committee Chair, and Vice Chair
	+ Chair-elect for following year, unless otherwise discussed

*I have read the duties of the WIP Membership & Communications Chair & Vice-Chair, and I agree to serve to the best of my ability as a leader of Women in Philanthropy during the 2023-2024 fiscal year.*

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Signature Date