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**WIP Executive Committee Chair**

**Position Objective:** To lead the work of the Executive Committee

**Position Reports To:** WIP Executive Committee and Director of Women in Philanthropy.

**Position Description:** In collaboration with United Way of the Midlands, the Chair of Women in Philanthropy is responsible for leading the organization and for the success of WIP.

The Chair will serve a one-year term (July 1-June 30) unless voted otherwise by Executive Committee.

**Principal Responsibilities:**

* Chairs all Executive committee meetings once per month and approves agendas
	+ Ensures Executive Committee meets monthly except for when cancellations occur
* Communicates monthly with WIP Director and Vice Chair about updates and needs
* Spokesperson for WIP in the community about WIP mission, events and initiatives
* Oversees activities of each WIP committee
	+ Aware of committee activities and reviews committee reports/minutes
	+ Guides Committee Chairs on activities as needed
* Monitors all WIP activities to ensure they follow policies and procedures for UWM and are in line with the MOU
* Develops annual report of WIP data
	+ Yearly summary of accomplishments and goals/changes recommended developed and shared with incoming chair
* Appoint members to leadership roles as necessary
	+ Recruits active WIP Executive Committee members

**Serve as United Way Campaign Committee WIP Representative**

* Attends monthly meetings and serves as active role on United Way Campaign Committee
* Develop and maintain current knowledge of United Way’s mission, functions, and campaign techniques and solicitation processes
* Represent Women in Philanthropy at company campaign presentations when requested, and give remarks about WIP as necessary
* Report to Campaign Committee on WIP’s recent and upcoming initiatives and events

*I have read the duties of the WIP Executive Committee 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