



United Way
of the Midlands



WIP Community Engagement Committee & Role Descriptions

Committee Description: The Community Engagement Committee is responsible for providing members with educational information and activities on public policy, leadership development, community needs and personal development related to the focus of Women in Philanthropy members.

Principal Responsibilities:

- Work with partners to educate and promote WIP's mission in the community
 - Food for Thought event series
 - Provide educational and speaker content
 - Actively promote FFT series as a committee and in tandem with the Communications Committee and United Way communications staff.
- Organize volunteer projects for WIP members which focus on issues relevant to women and children
 - To include volunteer projects with WIP's current grantee

Leadership Roles

- Chair:
 - Organize and facilitate committee's activities with input from the committee, WIP Director, and final vote from Executive Committee
 - 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
 - Disperse relevant information and upcoming WIP and UWM events and volunteer opportunities to the committee
 - Recruit three-ten 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 48 hours to the committee members and WIP Program Coordinator, with a copy to Executive Committee Chair and EC Vice Chair
 - Chair-elect for following year, unless otherwise discussed