



United Way
of the Midlands



WIP Events Committee & Role Descriptions

Committee Description: The Development Committee is responsible for planning the Signature Events (Power of the Purse, Leadership Breakfast, and Fall For WIP) associated with the WIP initiative and may actively work with other appropriate committees to assist in event implementation.

Principal Responsibilities:

- Plan, organize, and secure sponsorships and donations for the **Power of the Purse** event, to include organizing sub-committees for the auction, food and beverages, purse donations, announcer, decorations; and a volunteer committee to secure volunteers for set-up, registration, payment, clean-up, and photography
- Plan, organize, and secure sponsorships for the **Leadership Breakfast** event, to include organizing sub-committees for the event location and food and beverages, speaker, and program
- Work with Membership Committee to plan, organize and secure sponsorship for the **Fall For WIP** event

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