



WIP Membership Committee & Role Descriptions

Committee Description: The Membership Committee is responsible for creating and implementing strategies to retain current members and recruit new members, to facilitate networking of WIP Members and encourage members to progressively increase their level of giving in money and time.

Principal Responsibilities:

- Create and implement strategies to retain current members and recruit new members
- Attend UWM Campaigns as needed to talk about WIP Membership
- Plan and organize WIP social events to retain and recruit members and educate them on WIPs mission. Encourage members to enthusiastically invite guests.
 - WIP on the Town Quarterly Social Events
 - WIP Thank-a-Thons to all current members, once per year
 - Fall For WIP (planned in partnership with Events Committee)
- Work with Founding/Charter Member Liaison to actively engage & recognize WIP's Founding and Charter Members
- Set up and host a WIP information table at community events when invited

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 Director, with a copy to Executive Committee Chair and Vice Chair
 - Chair-elect for following year, unless otherwise discussed