

## Committee Descriptions

### **Assistant Treasurer:**

- Assists the Treasurer with her duties and performs the duties of Treasurer in her absence.
- Oversees the Queen of Hearts, 50/50 and raffle drawings at meetings and special events.
- Submits completed revenue and expense forms to the Treasurer.

### **ByLaws:**

- Working with the Secretary, review the Policies & Procedures annually in September.
- Ask the Board for guidance regarding any needed changes.
- Present proposed changes to the Board for formal approval.
- Supply a copy (or send a link to the cloud storage) to the Media Director for uploading into the WNEA website.
- Be aware of any items that might require a Bylaws change.

### **Chamber Ambassador:**

- Works with the Vice President to schedule attendance at various Chamber events.
- Attend, or have a designee attend, Chamber functions including Friday AM Exchange, Monthly Mixers, Business Connection and other Chamber events as a WNEA representative.
- Wear the WNEA name badge when attending as the WNEA representative
- Introduce yourself as a WNEA member. If an opportunity is available to also mention your own company, you may do so. However, promoting WNEA is your primary role.
- Announce upcoming programs, events and fundraisers and invite Chamber members to visit and participate.
- Send communications from the Media Director to the Chamber for inclusion in Chamber emails.
- Ensure WNEA information is up to date on the Chamber website.

### **Finance & Budget Committee:**

- Works with the President and Treasurer to prepare a budget for the following fiscal year in time to be approved by the Board at the January Board meeting.
- With the President, presents the board approved budget to the membership for ratification by a majority of the members present at the February Membership meeting.
- Chairs the Audit Committee and solicits two members to serve as the Audit Task Force.
- Immediately after reconciliation of the end of fiscal year bank statement, receives all records and materials from the Treasurer to perform the annual audit. A mid year audit is to be completed in September.
- Committee shall randomly choose line items from at least 4 different month's bank statements and confirm income and expenses are being handled properly.
- Presents the results at the April Board meeting for approval or remedial action.

### **Guest Ambassador:**

- Working with the Membership Director, identify guests at each Membership meeting.
- Help guests complete the guest registration form.
- Introduce the guest to the members.
- Follow up after the meeting with an email "thank you for visiting" that includes information on upcoming events and visitor policy.
- If the Guest Ambassador is not going to be able to attend a membership meeting, they should notify the Membership Director in advance.

### **Networking Committee:**

- Working with the Membership Director, create networking activities and techniques to improve members' skills and interaction.
- Working with the Vice President, annually coordinate a networking event that is open to the public.

- Is responsible for removing networking and advertising materials at the end of all meetings and dispose of them appropriately.
- Serves as the coordinator for the March Installation ceremony – procures a thank you gift for the outgoing President and a small token for other outgoing officers and other expenses as budgeted.

#### **Nominating Committee:**

- The most immediate Past President willing to serve, selects 2-4 members for the committee in November in time to notify the officers at the November Board meeting. If a past president is not available, the current President will appoint a Nominating Committee chair.
- At the December membership meeting the Nominating Committee distributes officer job descriptions and asks members to submit their names for consideration.
- The Nominating Committee shall screen and narrow the slate to no more than two (2) candidates per office. If there are no recommendations for a particular office, the Nominating Committee shall contact members to find qualified candidates.
- At the December Board meeting, the committee shall present a slate of candidates for approval. The Nominating Committee shall present a slate of candidates to the general membership in January. Nominations from the floor may be entertained, with the candidate's prior consent, prior to the election in February.

#### **Reservations Committee:**

- Works with Media Director
- Notify members of upcoming board and membership meetings as well as special events.
- After receiving member's names and email address, from the Membership Director (or using the information in the Google Drive), use the Evite program to keep lists of members, board members and guests.
- Send emails through Evite one week prior to meetings.
- Works with the hotel or venue to ensure the room is setup properly for our meetings or special events

#### **Scholarship Committee (see Policies and Procedures, section 7 for additional details)**

- Works with the President to determine the amount available and advertise the criteria for WNEA scholarships
- Arranges with the News Herald for one FREE ad during January.
- Distribute application information to ASU and MCC to add to their newsletters and post on campus website.
- Encourage members to encourage women they know to apply or to let businesses know of the opportunity.
- Collect scholarship applications from Jan 1 - April 30.
- Engage committee members to process the applications and select award winners in May.
- Committee may ask an applicant to submit additional information if it could help with the selection process.
- Notify award winners and coordinate presentation of awards at the June meeting. This includes ordering cake, flowers and printing certificates for June membership meeting.
- Provide scholarship winners' information to the college and university so it can be included in their newsletter.
- Properly dispose of non-winner applications. Keep the winner's applications on file until the award has been redeemed. Keep an electronic record, by year, of all recipients' names.
- Arrange payment with the Treasurer to the award winner's college or university.

#### **Sunshine Committee**

- Working with the Membership Director, the Sunshine Committee will help celebrate members' happy occasions or assist them in challenging times, as well as, reach out to other non-profit organizations within the community.
- Distribute Hugs, ecards or donated cards and postage to celebrate birthdays, congratulations, get well wishes or condolences.
- At the monthly meetings, manage the "Pay it Forward" segment, complete the revenue and expense form and submit monies and form to the Treasurer.
- With prior board approval, manage "Pay it Forward" projects in the community within the restraints of our 501(c)3 status.
- Submit any revenue and expense forms necessary to the Treasurer immediately upon conclusion of a project.