

## **NCWL COMMITTEE DESCRIPTIONS**

**Community Outreach Committee:** This committee will organize and implement a community event during the 2019-20 year as determined by the Board with recommendations from the previous Community Outreach Committee.

**Donation Drive Liaison:** Periodically, we ask willing members to bring a specified item to one of our monthly meeting for distribution to a philanthropy. The Liaison is responsible for emailing members to advise them of requested donation. The Liaison is also responsible for transporting these items to the designated philanthropy.

**Holiday Fundraiser Committee:** This committee is responsible for planning and organizing our “Make It or Fake It” Holiday Fundraiser. There will be (2) sub committees within the Holiday Fundraising Committee. One sub-committee will be responsible for securing a venue, coordinating the food and beverage, décor, sending the evite, tracking the reservations and managing the budget. The other sub-committee will be responsible for collecting the auction items from the members, producing the bid sheets, setting up the silent auction and organizing the check-out .

**Liaison - Upward Foundation Special Events:** This liaison is the connection between Upward Foundation and NCWL for coordination and oversight of 1-2 special events for the Foundation.

**Make A Difference Committee:** This committee will plan and organize on average 2-3 philanthropic events during the calendar year. Members will be encouraged to participate. This committee will be responsible for sending out the information email to the membership, giving pertinent information to the Board to be placed on the calendar, managing the volunteer sign-ups and coordinating with the philanthropy contact person, where applicable on any supplies needed, number of volunteers needed, volunteer waivers, etc.

**Monthly Meeting Coordination Committee:** This committee is responsible for securing the monthly meeting location, typically a member’s home. They are responsible for coordinating the food and

beverages, set-up and clean-up. They will work with the Board to help secure monthly speakers.

**New Member Social Coordinator:** This Coordinator is responsible for planning group activities to help members get to know each other.

**Philanthropy Liaisons:** Each philanthropy liaison is the connection between (1) of NCWL's designated philanthropies and NCWL members. They are responsible for the oversight and management of the philanthropy's needs and volunteer schedule.

**Scholarship Committee:** This committee is responsible for researching and vetting scholarship applications meeting North Central Women's League requirements.

**Social Media Manager:** The social media liaison will be responsible for posting updates, pictures and general information on social media such as Facebook and Instagram.

**Spring Fundraiser Committee:** This committee is responsible for planning and organizing the Spring Fundraiser. There will be (2) sub-committees within the Spring Fundraising Committee. One sub-committee will be responsible for securing a venue, coordinating the food and beverage, sending the evite, tracking the reservations, décor, entertainment and managing the budget. The other sub-committee will be responsible for soliciting the auction donations from the community and the members, producing the bid sheets, organizing the live auction and overseeing check-out.

**Tuxedo Project Committee:** This committee is responsible for providing "prom packages" to deserving seniors. This package may include prom tickets, flowers, transportation gift card, restaurant gift card and tuxedo rental.