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## Council For Women Committees: 2019

Illinois Wesleyan University

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## **Council For Women Committees: 2019**

All committees need a chair or lead responsible for providing regular updates to the Executive Board and Council at large. Chairs coordinate subcommittee meetings as necessary to accomplish tasks and motivating members to contribute their time, talent and resources to the council as a whole. Committees can utilize a co-chair structure to help balance the time commitment as needed. Each committee should strive to have at least 4 active members and we encourage every member to serve on one committee.

**Executive Board:** The Board is comprised of the President, President Elect, Vice President of Engagement and Vice President of Membership. This group conducts the business of the Council during intervals between meetings of the council. Actions of the Executive Board are reported to the Council during meetings, and when appropriate ratified by the Council.

**Nominating Committee:** Responsible for membership recommendation including but not limited to: selecting and communicating nomination selection deadlines, review and research of recommendations, selection of candidates for consideration for membership, communication to recommended nominees, communication to council on recommendations and acceptance status.

**Engagement:** Responsible for planning and coordination of upcoming summit including but not limited to: working with university staff to reserve all rooms and food; managing the agenda; recruiting members for various summit roles; coordinating with the marketing & promotion committee; coordinating with the scholarship committee for awards; ensuring all speakers have the equipment needed for presentations; working with staff to ensure all logistics on site during the event weekend; and more.

**Scholarship:** Responsible for the structure and facilitation of the student scholarship awards including but not limited to: revising and maintaining the scholarship form; distribution of the form to students; managing the receipt of submissions, reviewing all submissions; submitted recommended winners to the larger council for approval prior to the summit; coordinating the awards ceremony at the summit including introductions, announcements, photos, gifts, etc; ensuring the process with the office of financial aid is in place

**Development:** Maintaining statistics related to council member financial giving; encouraging council members to give financially and leading by example; creating fundraising opportunities to ensure the scholarship program is endowed by 2020; working to increase the value of the scholarships we provide.

**Marketing:** Responsible for supporting the promotional needs of the summit related to students, faculty, staff and alumni. Includes campus outreach, community management of social media channels; working with staff on campus emails; helping the summit planning committee establish a theme and supporting materials including logos, etc. Responsible for maintaining and enforcing the council brand guidelines.

**Membership:** Responsible for maintaining membership roll of the Council and annually reaching out to each Member to determine whether they will renew membership. Responsibilities include Onboarding Presentation to new members.

**Governance Committee:** Responsible for regular review and maintenance of Bylaws of the Council, make recommendations for amendment and encourage the Council to operation in accordance with the Bylaws, and to align strategic plans with Bylaws.

### **Council For Women Non-Committee Needs**

**Mentorship Program:** Responsible for developing a mentorship program between Alumni and/or between Alumni and Students

**Engagement Programs excluding Summit and Homecoming:** Responsible for developing opportunities for members to interactive and engage between formal Engagement sessions.

