

Committee Roles and Expectations

Did you know.... You don't have to be a member to be on a committee?! We hope you'd consider it, but we are thrilled to have you dedicate your time for NAWIC without it!

You **DO** need to be a member to be a committee chair or co-chair.

Active Committees:

Membership

This committee updates the member roster bi-monthly on the website and coordinates with National for renewals needing help. They reach out to welcome new members, coordinate with Marketing for social welcome posts, and work on any exit surveys and outreach. This committee meets 1-2 times per month with regular email correspondence.

Sponsorship

This committee updates the sponsorships and documents new and expired sponsors. They reach out to sponsors to gather any feedback and assist in any requests or coordination of sponsor hosted events. This committee meets 1-2 times per month with regular email correspondence.

Marketing

This committee manages and maintains ownership of all marketing and communications initiatives for NAWIC Sac. They coordinate with all committees to promote information needs. This committee meets 1-2 times per month, with regular email correspondence/coordination.

Provide creative services support to additional areas including:

- o Events
- o Assist in the design of email marketing program
- o Public relations and communications strategy
- o Social media management
- o Video, photos and other creative assets

Coordinate the appearance of all campaign print and electronic materials such as email templates, letterhead, use of logo, brochures, etc. in accordance with National NAWIC brand standards.

Audit

This committee meets 1 time in November to review the prior years financials.

Financial

This committee assists the Treasurer in organizing receipts and documents for monthly reconciliations. This committee meets 1-2 times per month.

Professional Development and Education (Monthly Membership Meetings)

This committee creates content for the monthly meetings. Meetings are held every month on the 4th Thursday. This committee meets 1-2 times per month with regular email correspondence.

Philanthropy and Volunteering

This committee coordinates outreach and programs for Girl Scouts, Block Kids, SRBX CIEF Design Build Competition, and Sac City Unified. This committee meets 1-2 times per month with regular email correspondence.

Safety

This committee is under construction but welcomes anyone with a vision for it 😊

WIC Week

This committee creates content for local WIC week (first full week of March) events and also communicates with National for their WIC week events and ideas. This committee meets 1-2 times per month, and weekly once WIC week approaches.

Nominating

This committee reaches out to members to gather bids for Board positions. They send information and expectations for each role and facilitate board elections (which occur in June/July). This committee meets as necessary.

Committees Ready for a Leader and Vision:

Mentorship

Emerging Professionals

DEI