

Volunteer Committees

In order to strengthen and grow our chapter of 100 Women Who Care, we are looking for members to sign up in the following areas. Please let us know if you are interested in getting involved in one or more of these committees/areas. Although we list examples of tasks within each, each committee has free reign. Let us know which you can help with and return to us at 100womennorthshore@gmail.com.

- Marketing** (3+ members)
 - Place posters in relevant locations 4 – 6 weeks ahead of each meeting
 - Promoting 100WWC on social media
 - Identifying and speaking to groups whose members might be interested in joining
 - Posting meetings on online forums

- Membership** (2+ members)
 - Respond to inquiries sent to general email (filled)
 - Welcome new members by email (filled)
 - Respond by email to guests registering for meetings (filled)
 - Add new members/guests to Mailchimp email list (filled)
 - Prepare name tags for new members
 - Contact members re outstanding donations (filled)
 - Prepare guest packages for each meeting
 - Organize site visits to each meeting's successful charities (if applicable)

- Social** (1 – 2 members)
 - Organize members to bring appetizers to meetings
 - Obtain liquor license for each meeting
 - Purchase and serve wine at meetings (must have Serving It Right certificate or Special Event Server training)

- Communication** (3 members)
 - Prepare newsletters before and after meetings (usually 5)
 - Prepare one-page charity summary sheets two weeks before each meeting (filled)
 - Update website
 - Create Eventbrite invitation for each meeting
 - Create fillable forms for registration and nomination forms
 - Communicate with successful charity after each meeting (congratulations and confirm speaker at next meeting)

- Volunteer Coordinator** (1 member)
 - Arrange volunteers to set up and take down chairs at meetings
 - Arrange volunteers at registration table
 - Arrange photographer at meetings

- Sponsorship** (1 member)
 - Arrange door prizes (filled)
 - Arrange \$ sponsorship to cover admin costs (approx. \$200/year) (filled)

Name: _____

Email: _____ Phone: _____