

Women's Giving Circle of Cumberland County Committee Opportunities

Each member of Women's Giving Circle of Cumberland County **has the option** to share their talents and get to know other members by serving on one or more of the committees listed below. Please indicate your interest in the boxes to the left.

Please Select	Committee Descriptions
	Development Committee - The Development Committee is responsible for growing the WGC Endowment and developing sources of funding, other than membership dues, to supplement operating budget.
	Evaluation Committee - The Evaluation Committee receives grant outcomes reports from the Grants Committee and (1) verifies that the funds granted have been used as stated on the grant application (2) determines whether the grant has effectively addressed and impacted the <i>Women's Giving Circle of Cumberland County's</i> focus areas, (3) assesses Women's Giving Circle of Cumberland County processes as needed, and (4) submits their findings to Leadership.
	Events Committee - The Events Committee is responsible for securing locations, décor, entertainment, speaker recommendations for member events, assisting staff with setup of the large group meetings and planning member socials and events.
	Grants Committee - The Grants Committee is responsible for running the grant cycle as well as assisting with outcome tracking with grantees. The Grants Committee will design and distribute the grant materials, finalize the grant schedule and process, plan and facilitate grant overview sessions, screen the initial letters of intent and grant applications, organize/attend site visits, develop and present the slate to the Leadership Committee and membership, compile a grant ballot packet for the membership to review and develop and administer a voting system.
	Marketing Committee - The Marketing Committee is responsible for preparing membership materials, preparing newsletters, identifying talking points, writing and distributing media releases and preparing event materials. In addition, the Marketing Committee will develop the "report card" for the state of women's and children's issues in Cumberland County.
	Internal Communication Committee (Ad Hoc) - The Internal Communication Ad Hoc Committee is responsible for communication and phone calls for the following: (1) to welcome new members, (2) to communicate with members about meetings, special events and other communication within the giving circle in conjunction with the Membership and Marketing Committees, and (3) to follow up with resigning members to determine reason for resignation and to offer opportunity to rejoin at a later date.
	Membership Committee - The Membership Committee is responsible for recruiting and tracking membership, greeting new members and leading recruitment events.
	Temporary Work Groups - The Temporary Work Groups will assemble as needed to assist with mass mailings, program assembly, phone calls and various other tasks as needed.

Name (please print): _____