



The Women's Giving Circle Outreach & Education Committee Charter

Overall Roles and Responsibilities:

The Outreach & Education Committee is responsible for developing opportunities for communicating information between and among Circle members as well as researching and recommending education and programs to members about issues germane to the mission of the Circle and about the Circle grantees and their work.

Responsibilities:

The Outreach & Education Committee's specific responsibilities include:

- Develop and implement a strategic plan to increase community awareness of The Giving Circle of CSCF.
- Develop Marketing and Social Media Plans as the primary conduit between and among members and potential members.
- Develop an education plan that provides members with information germane to our mission.
- Work collaboratively with the Steering Committee with recommendations for outreach and education to assist with the planning of the four WGC events throughout the year.
- Collaborate with the Membership Committee to ensure that recruited members become involved, and improve levels of member retention and participation.

Meetings:

The chairperson shall, after consultation with the other members of the committee:

- Determine the dates, times and places for meetings of the committee.
- Set the agenda for each meeting.
- The committee shall hold at least 4 meetings per year and such additional meetings as the chairperson determines are warranted under the circumstances in order for the committee to fulfill its mandate.

- The chairperson of the committee shall preside at each meeting of the committee, except that in the absence of the chairperson at any particular meeting, then the committee member designated by the chairperson shall preside at such meeting.

Attendance:

Outreach & Education Committee members must attend a majority of committee meetings throughout the year. Less frequent attendance could be cause for dismissal from the committee. The Outreach & Education Committee Chairperson will provide attendance information to the Steering Committee Chair.

Quorum: A majority of all committee members present at any convened meeting shall constitute a quorum of the committee.

Members:

The first Outreach & Education Committee will be elected by the Steering Committee Members.

The Outreach & Education Committee shall consist of not less than seven (7) persons, with a maximum of fifteen (15) persons. Members shall be elected annually in October and shall serve for two terms of three years beginning in November of the same year. Terms shall be staggered so that as nearly as possible, an equal number of terms shall expire each year. No person shall serve consecutively for more than two (2) terms (including the portion of any unexpired term to which appointed to fill a vacancy), but may serve again as a member after one (1) year off the committee.

Outreach & Education Committee members shall represent as equal as possible the various levels of giving and geography of the Women's Giving Circle Fund's service area.

Officers:

The Outreach & Education Committee shall have a Chair. The Chair shall also be a Steering Committee member, serving as a liaison between the two groups.

The Chair shall be elected by the members annually at the October committee meeting and begin their term at the November committee meeting. The Chair shall be nominated and elected by the Steering Committee members for a term of up to three (3) years and until their successors are elected.

The Chair shall preside at all meetings of the members and shall see that all resolutions of the committee are executed.

Reports:

The Committee Chair will report to the Steering Committee at Steering Committee meetings.