



VOLUNTEER SIGN UP FORM 2017-2018

Thank you for your interest in volunteering with the Women’s Impact Fund! Please use this form to indicate your committee preferences. Questions concerning committee activities should be directed to the committee chair listed on the Committee Descriptions page.

Thank you for your participation and for your commitment to women’s philanthropy in our community.

Name _____

Phone Number: (____) _____ Email: _____

Please review the available volunteer committees below and mark ALL in which you have an interest. If you select more than one committee, it is assumed you want to serve on multiple committees. All committee descriptions are available on the 2nd page.

****PLEASE NOTE: Community Impact, Finance, Grants, and Strategic Planning are filled/ closed for the 2017-18 program year****

_____	Audit	<i>Filled **</i>	Grants
_____	Communications & Marketing		<ul style="list-style-type: none"> ▪ Education ▪ Arts & Culture
<i>Filled **</i>	Community Impact		<ul style="list-style-type: none"> ▪ Education ▪ Health ▪ Human Services ▪ Where needed
	<ul style="list-style-type: none"> ▪ Arts & Culture ▪ Education ▪ Environment ▪ Health ▪ Human Services ▪ Where needed 	_____	Member Engagement - please indicate specific area(s) of interest: ___ Recruitment ___ Retention ___ Education ___ Where Needed
_____	Development		
_____	Events & Logistics		
<i>Filled **</i>	Finance	<i>Filled **</i>	Strategic Planning

Women's Impact Fund 2017-18 Committee Descriptions

Committee	Time Commitment	Committee Leadership
<p><u>Audit Committee</u> Engages the external audit firm and oversees the scope of & preparation for the annual review/audit. Committee chair serves as compliance officer under the Conflict of Interest & Whistle Blower policies. Committee is for CPAs & individuals who understand financial statements and/or governance issues.</p>	Requires 2-4 committee meetings annually. Most work is done via phone or email.	Katie Susong, <i>Chair</i> 704/604-8935 katiesusong@gmail.com
<p><u>Communications & Marketing Committee</u> Responsible for creating compelling content for newsletter, social media, website, & Mission Moments as well as building awareness of our philanthropic leadership & community impact through external media outreach. Skills/interest needed include writing, media relations, marketing, graphic design & photography as well as interviewing, public speaking, creating & editing video, and strategic communications planning.</p>	Committee meets monthly. Additional work via email.	Jean Miller, <i>Chair</i> 913/940-4709 jean@confidentinthekitchen.com
<p><u>Community Impact Committee</u> ** <i>Committee is Full/Closed</i> Responsible for the ongoing evaluation of approved WIF grants & identification of opportunities to stay connected with grantees after grant cycle is finished. Includes periodic contact with grantees, annual financial review & preparation of interim & final grant reports for WIF Board of Directors. Prior experience on a Grants Team is helpful but not required as training is provided. Ideal for those who enjoy seeing progress as programs are implemented, can write & communicate well, and can work independently.</p>	Begins working with grantees after grants are awarded. Evaluations are twice per year (late summer & early winter). Committee meets every 6 weeks to 2 months & communicates frequently by email.	Candice Langston, <i>Chair</i> 704/408-3290 candicelangston@yahoo.com
<p><u>Development Committee</u> Responsible for developing & executing a comprehensive development plan to support special projects & the long term sustainability of WIF. Work groups include Annual Fund, Major Gifts Initiative, Legacy/Planned Giving & Corporate Sponsorship. Skills needed include writing, relationship building/networking & creative event planning and development/marketing & sales exp.</p>	Committee meets bi-monthly. Additional work done via email and work group meetings.	Ellen Rankin, <i>Chair</i> 704/906-0069 (C) 704/362-8282 (O) ellen.rankin@ubs.com
<p><u>Events & Logistics Committee</u> Provides support for event & meeting planning, execution & on-site management for the Grants Committee, the Member Engagement Committee & WIF as a whole. This committee is for women who are social, who like meeting planning & event coordination, and who enjoy working with people.</p>	May volunteer for one or more events. Most communication/planning via email and phone. Events occur on weekdays.	Courtney Clark, <i>Chair</i> 704/597-6179 (C) 704/331-2374 (O) fisher.c@law.wlu.edu
<p><u>Finance Committee</u> ** <i>Committee is Full/Closed</i> Responsible for developing the annual budget & monthly Board financial reports, monitors revenues & expenses, provides financial expertise to other committees, and works closely with the WIF staff.</p>	Monthly meetings with more involvement March-June as budget is developed & finalized.	Bronwynne Henry, <i>Treasurer/Chair</i> 704/458-8037 bhenry@charlottelatin.org
<p><u>Grants Committee</u> ** <i>Committee is Full/Closed</i> Responsible for evaluating programs for WIF funding in each of 5 focus areas; determining & presenting the top 2 programs to the membership for its vote. 5 work teams: Arts & Culture, Education, Environment, Health, & Human Services.</p>	Sept.-Nov. & Jan.-April; periodic full comm. & work team mtgs., grant application review, site visits & training.	Gina Lawrence, <i>Chair</i> 704/496-9594 (H) 704/968-5234 (C) tlawrence2@carolina.rr.com
<p><u>Member Engagement Committee</u> Responsible for the recruiting, retention & education of members. Committee oversees Social Hour for Social Issues, Wine & Wisdom, New Member welcome & orientation events, in-home gatherings for member fellowship, and activities related to member retention.</p>	6-8 committee meetings. Additional work via email, phone & volunteering at events.	Marcie Shealy, <i>Chair</i> 704/641-9660 marcieshealy@gmail.com
<p><u>Strategic Planning Committee</u> ** <i>Committee is Full/Closed</i> Responsible for the on-going implementation & evaluation of our organization's Strategic Plan, a living document that consistently guides WIF. The newest of the committees is great for bold & strategic thinkers.</p>	3 hours per month	Christy Bostic, <i>Chair</i> 703/398-5143 cbostic@lmanagementinc.com