

WOMEN IN PHILANTHROPY

OFFICER and STANDING COMMITTEE RESPONSIBILITIES

OFFICERS

Chair

- Be responsible for setting strategic direction for the Women in Philanthropy fiscal year
- Prepare and present monthly Advisory Board Meeting Agendas and review minutes prior to On-Board publication
- Speak at Women In Philanthropy events
- Represent Women In Philanthropy at external communication opportunities and Community Foundation events
- Write Chair letter for monthly newsletter
- Serve as a member of the Nominating Committee

Vice-Chair

- Attend and participate in all Advisory Board meetings and other board-related events
- Support the Chair in her duties, including stepping in for the Chair when she is unavailable at Advisory Board meetings and other events
- Participate in the strategic planning process, helping to set goals, develop plans and oversee implementation
- Help to recruit, train and mentor new Advisory Board members
- Represent Women in Philanthropy to the public and key stakeholders
- Perform other duties as assigned by the Chair

STANDING COMMITTEES

Communications

- Be responsible for internal and external communications, delivered via electronic mail and/or social media
- Set an annual communications plan to include newsletters; event notices and invites; and other interim updates
- Draft internal communications to include the newsletter and member updates
- Draft external communications to include PR materials, slide or video presentations, and other materials *(All communications are subject to approval by the CFL's VP of Marketing & Communications.)*

Education

- Provide information and education to membership and the greater community on issues related to WIP grant themes through guest speaker(s) at each Fall Luncheon
- Provide learning opportunities and/or arrange excursions to grant recipient organizations to appreciate the projects/programs made possible through Women In Philanthropy grants. Coordinate the venue, programming, food and beverage, and
- Educate women on the power of philanthropy through collective giving

Events

- Plan the Fall luncheon with speaker(s) secured by the Education Committee
- Plan the Spring annual meeting/luncheon to include grant presentations
- Plan the Holiday celebration and other annual social events for members and guests
- Arrange for venue, food and beverage, and AV services and contract for same

Finance

- Oversee WIP's Operating Fund and administrative expenses
- Serve as steward of Women In Philanthropy's Endowment Fund; represent Women In Philanthropy with Community Foundation of the Lowcountry and other entities
- Serve as liaison with investment manager to the Foundation; represent Women in Philanthropy at semi-annual portfolio performance meetings
- Analyze and report on membership giving amounts and patterns

Governance

- Maintain WIP Handbook and other governing documents
- Ensure Advisory Board and Member compliance with Operating Guidelines and other governing documents
- Maintain service records and terms of Advisory Board members and officers

Grants

- Recommend possible themes for the next year's grant cycle to the Advisory Board, to be put forth for vote of the membership
- Recommend theme criteria and timeline for solicitation of grants and the evaluation of applications
- Review grant applications and recommend award recipients for Advisory Board approval
- Present grant recipients to the membership at Annual Meeting and monitor throughout the year to ensure project completion

Membership

- Recruit women to become members of Women in Philanthropy
- Plan activities for prospective members to include event hostess(es), event invitation, venue, food and beverage, WIP spokesperson(s), thank you communications, membership invitations
- Plan and orchestrate programs and activities to welcome and engage new members
- Maintain and distribute welcoming and orientation materials
- Maintain membership database in coordination with Community Foundation of the Lowcountry to include current contact information and publication of electronic directory, membership demographics, individual and aggregate giving history
- Create communications for membership retention
- Maintain roster of lapsed members, solicit membership feedback, invite reinstatement