

ChiWIP 2019-2020 Responsibilities

| Committee | Goals | Responsibilities |
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| <p>ALL COMMITTEES</p> <p><i>All committees, or committee members as specified, have the responsibilities set forth within this row.</i></p> | | <ul style="list-style-type: none"> • Chair disseminates information from the board and information learned at the planning meetings to committee members, as necessary • Chair acts as point person (liaison) for communication between committee and other committees • Chair trains co-chair (or committee member) on all aspects of the chair’s /committee’s responsibilities • Attend monthly ChiWIP planning meeting (chair must attend all planning meetings, and all committee members must attend at least 3 planning meetings) • Submit proposed annual budget with anticipated financial requests for board approval by June 30th for the coming year (special circumstances addressed on individual basis). • Approach any board member with issues to be discussed by the board at monthly board call. |
| <p>Outreach</p> <p>- 1-2 Chairs - 4 Committee Members</p> <p>Term: Suggested 2 year</p> <p>Meeting frequency: Monthly</p> | <p>Increase new member attendance by 20% in 2019/2020</p> <p>Assist in finding a database system to coordinate and track outreach, attendance, and post-event analysis.</p> <p>Continue to promote ChiWIP to in-house and law firm women to encourage them to join ChiWIP and attend events</p> | <ul style="list-style-type: none"> • Chair acts as point person (liaison) for information from event committees (i.e. targeted attendees, topic, number of projected attendees, invitation (if one is being created), date and time of event) • Chair (or 1 designated committee member) leads outreach recruiting team to share targeted outreach information from event planners • 1-2 committee member(s) assigned to each event to serve as “outreach recruiting team” for event-specific outreach • All committee members regularly promote ChiWIP through targeted outreach to communicate with prospective members in IP and request that they join the ChiWIP mailing list • Initiate targeted outreach 6 weeks (goal) prior to ChiWIP events or as soon as practical after receiving event information. • Assign 1 person as the ChiWIP ambassador to welcome new ChiWIP members who attend an event. This can be an Outreach Committee Member or another ChiWIP committee member who will attend this event. • Maintain and update already existing outreach list of contacted/prospective members • Gather post-event analysis of event attendees (i.e., how many “outreach contacts” were attendees, how many new members attended, etc.) • Create a formal procedure for outreach and connection with the ChiWIP database • Create and maintain email template for outreach • Brainstorm ideas of events that would attract new ChiWIP members, and present to appropriate event committees for consideration |

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| <p>Committee Development</p> <p>- 1-2 Chairs - 2 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting frequency: Monthly</p> | <p>Identify, solve and mediate any internal committee issues and any issues between committees</p> <p>Conduct annual review of committee responsibilities, prepare committee member applications, review applications and approve new committee members for following year</p> | <ul style="list-style-type: none"> • Develop plan for recruiting and retaining new and existing ChiWIP members • Conduct 2 in-person review meetings with all committee members to review goals & responsibilities and succession planning (October & February) • Review and analyze committee goals and responsibilities, adjust as necessary • Review and analyze committee member application, adjust as necessary • Process committee applications and assign committee with board approval • Submit proposed events for calendar coordination (limited to events focused on committee role awareness) |
| <p>Finance</p> <p>- 1-2 Chairs - 2 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting frequency: Monthly, except November to January which may require several meetings per month</p> | <p>Maintain financial and tax records</p> <p>Create and oversee budget</p> | <ul style="list-style-type: none"> • Create annual budget to allocate for: operating expenses (including, insurance, taxes), proposed committee allocations (in total, not separated out by committee), savings and for special event(s), and targeted savings. Present to Board by July 30th (one month after the committee submissions) of each year • Maintain financial records; perform monthly reconciliation of financials to bank statements and QuickBooks • Oversee preparation and filing of taxes and annual reports • Maintain D & O insurance • Research and identify proposed accounting systems to meet the growing needs and time commitment of ChiWIP, and present to board for consideration • Work with board and committees to recommend annual committee budgets based on past spending, in June of each year |

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| <p>Marketing and Communications</p> <p>- 1-2 Chairs - 4 Committee Members</p> <p>Term: Suggested 2 year</p> <p>Meeting frequency: Monthly</p> | <p>Maintain ChiWIP brand through social media, website, and outgoing ChiWIP communications</p> <p>Assist in finding a database system to coordinate and track outreach, attendance, and post-event analysis</p> | <ul style="list-style-type: none"> • Manage part-time graphics consultant—provide content for website and newsletter upgrades/maintenance; oversee creation of event flyers • Review and analyze options to upgrade email and calendar software, and present quotes to board for consideration; continue to work with MailChimp to maximize database with ChiWIP email • Maintain and regularly update ChiWIP Google calendar • Manage website calendar: regularly post upcoming ChiWIP events our members might want to attend • Manage internal ChiWIP calendar – add proposed events as “tentative” events and confirm once event committee confirms the date and details, also include relevant third party events or meetings that we may wish to avoid • Prepare ChiWIP bi-monthly newsletter on first and third Wednesdays of the month • Manage ChiWIP website to include events, past event recaps, Member Spotlight • Manage event RSVPs and share with event organizers • Prepare monthly member spotlight post for newsletter and social media • Post event pictures and recap within 3 days of event for use on social media, working with applicable event committee as appropriate. Each committee must send this recap and pictures for Marketing postings. • Evaluate Facebook, Twitter and other social media platforms for effectiveness (i.e. review analytics.) • Share ChiWIP events/announcements with other organizations and request inclusion in their eblasts/newsletters |

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| <p><i>Professional Development</i></p> <p>- 2 Chairs - 3-5 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting frequency: Monthly</p> | <p>Provide professional development and educational programs (including CLE) for current and prospective members</p> | <ul style="list-style-type: none"> • Develop, plan and execute at least 2 Professional Development events per year (Fall & Spring) • Formalize and launch Roundtable program; plan and execute at least 2-3 Roundtable gatherings per year; with a focus on CLE & technical content • Coordinate with In-House Advisory Committee to plan and execute in-house events/webinars, including assisting in-house members with developing program content and, as needed, taking the lead on planning and executing the events • Identify program content that will provide CLE credit whenever possible, with a goal of offering at least 5 hours of CLE credit per year, preferably Professional Development CLE credit • 1-2 committee members assigned to serve as the lead contact responsible for planning and executing each event or roundtable • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 6 weeks prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 6 weeks prior to event) • Provide content to Marketing and Communications Committee for newsletter(goal: 6 weeks prior to event) • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) • Take the lead on obtaining ChiWIP’s status as an accredited CLE provider and implementing process for managing CLE credit for ChiWIP events • Obtain locations and sponsors for events as necessary |

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| <p><i>Social Events</i></p> <p>- 2 Chairs - 2 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting frequency: Bi-monthly until all events are planned</p> | <p>Provide social events for current and prospective members</p> | <ul style="list-style-type: none"> • Develop, plan and execute social and networking events with the goal of hosting of 3 diversified smaller events annually that will attract new and previously involved ChiWIP members. • Consider hosting one larger social event in coordination with other ChiWIP committees (such as Special Events) • Designate 1 committee member to be the lead contact responsible for each social event (having the co-chairs as more of a resource) • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 6 weeks prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 6 weeks prior to event) • Provide content to Marketing and Communications Committee for newsletter (goal: 6 weeks prior to event) • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) • Obtain sponsors for events as necessary |

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| <p>Community Involvement</p> <p>- 1-2 Chairs - 2-3 Committee Members</p> <p>Term: Suggested 1 year</p> <p>Meeting frequency: Monthly</p> | <p>Provide current and prospective members opportunities to give back to the community</p> | <ul style="list-style-type: none"> • Review the current 2 partnerships at first committee meeting in August for each year • Re-evaluate committed partnerships after 2 years • Solicit additional suggested partnership associations from ChiWIP members every other year / create survey annually for suggested partnerships • Request from board and confirm financial contribution annually for announcement at Annual Post-Holiday dinner • Determine number of events to hold with / or on behalf of each partnership annually • Conduct 3-4 events per year with partner (e.g., IP Patch, Dress for Success) • Hold IP Patch twice annually or adding a STEM high school event • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 6 weeks prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 6 weeks prior to event) • Provide content to Marketing and Communications Committee for newsletter (goal: 6 weeks prior to event) • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) • Obtain sponsors for events as necessary |

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| <p><i>Mentoring Circles</i></p> <p>- 2 Chairs - 3 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting Frequency: Monthly</p> | <p>Provide five mentoring lunches focused on professional and career-related topics suggested by committee and members</p> | <ul style="list-style-type: none"> • Develop, plan and execute mentorship brown bag lunches at least 4 times per year • 1 committee member assigned to serve as the lead contact responsible for each lunch • Announce / post mentoring calendar by August • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 6 weeks prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 6 weeks prior to event) • Provide content to Marketing and Communications Committee for newsletter (goal: 6 weeks prior to event) • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) • Identify firm/company to host each lunch and/or obtain sponsor for lunch, as necessary • Conduct a post-mentoring circle survey of attendees about interest in attending future events on the same topic and suggestions for other topics. • Create mentoring sub-webpage to include: upcoming brown bag events, request for topics from members, professional and career content • Track attendance at event to determine level of interest among members. |

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| <p>Annual Dinner Program</p> <p>- 2 Chairs (1 Underwriting / 1 Event Planning) - 2 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting Frequency: Meetings at a as needed frequency for 4-6 months prior to event, and 1 “post-mortem” meeting after the dinner to discuss improvements for the next year</p> | <p>Plan Annual Post Holiday January Dinner of 200+ attendees</p> <p>Set goal for sponsorship money and share goal with committees / board</p> | <ul style="list-style-type: none"> • Overall event planning (venue, procurement, menu, event layout, timing – see below) • Work with Special Events Committee to develop sponsorship package for ChiWIP events for the year (anniversary party and post-holiday dinner) • Recruit sponsors (beginning in October) with other committee members for event • Confirm sponsors by end of December • Prepared invoices for sponsors and track benefit for each sponsor at their respective level (i.e., eligible to receive attendee list, number of sponsors’ tickets, eligible to provide swag, etc.) • provide event P&L recap to committee members/board • Solicit discussion topics with the registration • Develop program for event • Prepare list of questions for table discussions • Assign seating for progressive dinner • Event Logistics (name tags, registration table, cocktail hour and post-event location and timing) • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 5 months prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 8 weeks prior to event) • Secure and coordinate student volunteers (may be in conjunction with Special Events Committee/ChiWIP law school ambassador program) • Secure a photographer • Coordinate swag with eligible sponsors • Send thank you’ s to sponsors • Send ChiWIP plaques to new sponsors • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) |

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| <p>Special Events</p> <p>- 1-2 Chairs - 2-4 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting Frequency: Every Other Month</p> | <p>Facilitate additional events with external partners throughout the year, and facilitate any other events which do not fall under other committee responsibilities</p> | <ul style="list-style-type: none"> • Develop, plan and execute special events per year, specifically including: <ul style="list-style-type: none"> ○ Annual Anniversary event for June (official anniversary is June 24) ○ Annual law student event with all area law schools, recommended February ○ And other potential external outreach events that are not in-line with other committee responsibilities • Work with Annual Dinner Committee to develop sponsorship package for ChiWIP events for the year (anniversary party and post-holiday dinner) • Submit proposed events for calendar coordination to Chair of Marketing Committee (goal: 6 weeks prior to event) • Share “targeted outreach” information with Outreach Committee Chair (goal: 6 weeks prior to event) • Provide content to Marketing and Communications Committee for newsletter (goal: 6 weeks prior to event) • Send the Marketing and Communications Committee post-event pictures and blurb for social media/ newsletter distribution (goal: 3 days after event) |
| <p>Foundation Exploration Committee</p> <p>-1-2 Chairs -1-2 Committee Members</p> <p>Term: Suggested 2 years</p> <p>Meeting Frequency: Once a Month</p> <p><i>This is a new committee!</i></p> | <p>ChiWIP is exploring how to raise and disperse donated monies to its members, students, or some other group. For the first year, this committee will explore how to accomplish this task, and determine the various parameters of giving. The committee will later serve as the foundation and/or a committee.</p> | <ul style="list-style-type: none"> • Investigate pros and cons relating to whether ChiWIP should disperse funds through a foundation or through itself. • After analysis of pros and cons, conduct research on getting the “foundation” or proper committee within ChiWIP established (including the required organization of the “foundation”). • Determine ChiWIP’s preference of a sponsorship, scholarship, some other giving vehicle, or a combination, and the purpose/focus of the same (through polling members, ChiWIP board, etc.). • Investigate best manner of raising funds. • Investigate best manner of dispersing funds to recipients. • Establish process of review for the applicants of the sponsorship, scholarship, some other giving vehicle. • Establish all proposed dates associated with applying, reviewing, decision making, and dispersal of any funds. • Present alternative options to ChiWIP board for consideration. |