



## **2022 Committees**

### **JUSTICE EQUITY DIVERSITY INCLUSION (JEDI) Committee:**

#### **Responsibilities:**

- Evaluate internal JEDI and provide tools for growth
- Determine needs of community for training and resources
- Provide resources for website and newsletter, etc
- Assist with establishing partnerships

#### **2021 Goals :**

Ensure DEI is one of our core values and we are unequivocal about this

Complete internal DEI training

Collaborate with other organizations to offer training to members as needed

Be reflective and representative of our larger community

**Meetings:** 2<sup>nd</sup> Mon. at 3:30 PM/each month via Zoom for 1 hour

**Committee Chair:** Angel Mason Broadus

**EVENTS Committee:** Plan and execute NCPC events (Volunteer Awards Celebration and Connectors)

#### **Responsibilities:**

- Determine event details for annual Volunteer Awards Celebration (VAC)
- Assist with logistics the week of VAC
- Attend VAC and After Party
- Create and attend two virtual "Fun Engaging Member" connectors
- Promote programs/events thru personal social media and contacts

**Meetings:** Once a month on Zoom (day/week/time tbd)

**Committee Chair:** Suzie Bechtol

**FINANCE Committee:** Provide financial oversight for the organization

#### **Responsibilities:**

- Create budget
- Review financial reporting from Managing Director
- Create and monitor internal controls and accountability policies

#### **Goals for 2021:**

- Balanced budget
- Hire Payroll company

**Meetings:** 2<sup>nd</sup> Wed. at 1:00 PM/each month via Zoom for 1 hour

**Committee Chair:** Jeanne Schmelzer, CFRE

**FUNDRAISING Committee:** to determine and implement alternate forms of income other than membership dues.

**Responsibilities:**

- Determine sponsorship levels/benefits
- Reach out to potential sponsors and provide necessary materials for Board to reach out as well
- Determine applicable grants
- Create Case for Support

**Goals for 2021:**

- Increase sponsorships from previous year
- Increase grants from previous year
- Establish grant template and schedule
- Complete Case for Support

**Meetings:** As needed

**Committee Chair:** Sara Vaz

**MARKETING Committee:** generate interest and ultimately encourage new memberships and attendance at events.

**Responsibilities:**

- Develop messaging for all communications (website, e-blasts, social media, print advertising, PR) with Marketing Coordinator. Each member is assigned to Events, Fundraising, , JEDI, Membership, Mentorship or Programs

**Goals for 2021:**

- Initiate Public Relations plan
- Support all NCPC committees
- Clear simple messaging to share and expand our reach

**Meetings:** Attend monthly meeting of assigned committee

**MEMBERSHIP Committee:** implement action plan for membership development, retention and satisfaction.

**Responsibilities:**

- Develop plan to increase member satisfaction
- Phone calls to prospects, new members, and lapsed members (approximately 3-8 calls per month)

**Goals for 2021:**

- Increase membership
- Increase membership revenue
- Reduce attrition rate (by more engagement with members)

**Meetings:** 2<sup>nd</sup> Thurs. at 9:00 AM/each month via Zoom for 1 hour

**Committee Chair:** Marianne Pekela

**MENTORSHIP Committee:** connect members who have specific skills and knowledge (mentors) with individuals (mentees) who need or want the same skills and advantages to move up in work or skill level, or performance.

**Responsibilities:**

- Develop guidelines and application
- Create program for mentors and mentees to meet

**Goals for 2021:**

- Re-imagine program to not be traditional top-down mentorship

**Meetings:** Once a month Zoom ( day/time tbd)

**Committee Chair:** Alex Goodman

**PROGRAMS Committee:** oversee and develop content of programs (webinars/ workshops/ focused connectors)

**Responsibilities:**

- Initiate and determine topics
- Define and secure speaker(s) including facilitating discussions about program with speakers
- Review evaluations completed by attendees

**Goals for 2021 :**

- Deliver informative and engaging programs always being sure to include DEI
- Increase attendance and always strive for 100 guests
- Keep programs fresh and different
- Engage corporate members

**Meetings:** 1<sup>st</sup> Tues at 3:30 PM/each month via Zoom for 1 hour

**Committee Chair:** Liz Sheahan