Being involved with UWN provides a sense of belonging and ownership with this wonderful women’s organization.

Open Steering Committee Roles

Name: ____________________________________________________
Email address: _____________________________________________
Telephone: ________________________________________________

What roles would you be most interested in? (Please check all that apply)

☐ Treasurer
  ➢ Manages finances, including income membership/luncheon fees, and recharge payments for cost of activities.
  ➢ Provides annual budget to Steering Committee for approval
  ➢ Attend monthly (10 months) Steering Committee meetings

☐ Fellowship Co-Coordinators (Two positions)
  ➢ Meet and greet members and visitors at welcome table prior to events
  ➢ Manage name tags
  ➢ Attend monthly (10 months) Steering Committee meetings

☐ External Relations Coordinator
  ➢ Sponsor letters and obtaining gifts for raffle
  ➢ Oversees teacup raffle
  ➢ Member raffle at meetings
  ➢ Attend monthly (10 months) Steering Committee meetings

☐ Web Site Manager
  ➢ Maintain and update UWN website
  ➢ Attend monthly (10 months) Steering Committee meetings

☐ Charity and Special Events Coordinator
  ➢ Organize 1 – 2 Charity or Special Event per academic year
  ➢ Attend monthly (10 months) Steering Committee meetings

If you are worried about being over-committed with a Steering Committee position, there are smaller tasks that need to be carried out during the UWN season. (eg. Table decorations, assisting in raffles or special events, set up/clean up rooms for brown bag luncheons...)

☐ Help with small Tasks
  Check month(s) that work best around your schedule:
  __Nov  __Dec  __Jan  __Feb  __Mar  __Apr  __May  __Jun

Mail completed forms to: Van Kehler, WLD, 303 Goodell