

### **Brown Bag Committee**

- Select dates each academic year, look at the offerings by the CE Committee to avoid conflicts with their programs and topics. Work with the Administrator to confirm the dates on the GWSCSW calendar.
- Solicit presenters/proposals and select presenters
- Find sites for events
- Work on society advertising, on the list serve and the newsletter
- CEU forms, evaluations and sign in sheet (online)
- Host and introduce speaker and explain CEU procedure to group

### **Continuing Education Committee**

- *Attend monthly 1 hour meetings*
- *Plan CE workshops*
- *Generate interest in submitting proposals*
- *Develop a schedule of courses*
- *Review proposals for compliance*
- *Be a point-person for presenter*
- *Find locations for events*
- *Coordinate with presenter and site location representative*

### **Early Career Committee**

- Serve as a Co-Chair or Chair of the committee (lead the committee in planning meetings and events)
- Serve as a Student Representative (current MSW student who attends GWSCSW board meetings to represent the specific needs/interests of MSW students)
- Help with planning, facilitating, and/or advertising Early Career networking and development events

### **Finance Committee**

- *Work with the Treasurer to prepare financial reports and annual budget*
- *Analyze gathered data*

### **Legislation and Advocacy Committee (all jurisdictions- DC, MD, VA)**

- *Read proposed legislation, write a summary or response, discuss options for Society's position with committee*
- *Write a newsletter article or testimony*
- *Participate in workgroup about key issues*
- *Keep members informed about developments*

### **Leadership/Nominating Committee**

- *Nominate officers for the board*
- *Sponsor programs*

### **Membership Committee**

- *Send welcome letters to new members*
- *Plan or host New Member Tea in the Fall or Bagel Breakfast in the Spring*
- *Be a liaison to a university to help introduce students to the society*
- *Hand out flowers to the new members at our annual dinner*
- *Write an article for the newsletter*
- *Bring a friend to an event*
- *Join our committee and give us your new ideas*

### **Mentor Program**

- *Recruit mentors*
- *Respond to applications*
- *Arrange matches*
- *Monitor outcomes*

### **Newsletter Committee**

- *Gather submissions*
- *Edit articles*
- *Collect photos and send them to the Editor*

### **Professional Development Committee**

- *Plan a panel discussion*
- *Build a support group*

### **Social Media Committee**

- *Assist in developing the Facebook page, including policies regarding page updates, discussion prompts, requests for photos, etc.*
- *Post on society Facebook page timeline*
- *Develop educational programs to familiarize members with web 2.0*
- *Develop society's web presence in other social media platforms*
- *Take photographs at GWSCSW events for submission to GWSCSW publications (News & Views, Facebook, Website)*

### **Volunteer Committee**

- *Recruit volunteers at GWSCSW events*
- *Assist in advertising for needed volunteers*
- *Organize volunteer data*
- *Connect volunteers to committee chairs*
- *Assist in organizing yearly volunteer appreciation lunch*

### **Wine and Cheese Committee**

- *Gather host responses and educate hosts about what events entail*
- *Create quarterly calendar of 3-5 W&C events to be completed in time to be published in Society newsletter*
- *Send proposed schedule to GWSCSW Secretary*
- *Once schedule is approved, create event request for each event*
- *Send information/instructions to all hosts for the season*
- *Ask hosts to post on list serve*
- *Answer questions from hosts and other members regarding W&Cs*