Future Planning Committee
Chair: President-Elect
Members: 6-8
Average # of Meetings: 5
Average # of Hours: 2.5/meeting

Each member is expected to:
• Attend a minimum of 3 meetings and provide feedback on future planning of the League.

The Future Planning Committee’s function is to assist the Board in its administrative function by conducting ongoing evaluation of League programs, Bylaws, and long-range strategic plan. Typically, the committee, led by the President-Elect, reviews the Bylaws and Standing Rules and proposes appropriate changes. The committee also assists the President-Elect in reviewing and revising the Strategic Plan for her incoming year as President. Recommendations are made by the committee and typically presented prior to the April business meeting. Future Planning is a non-voting committee.

In 2008-09, the Future Planning team planned the Strategic Planning Retreat and conducted the membership survey on community issues. The team also prepared a revised Strategic Plan for the next 3-5 years based on a renewed focus on sustainable community impact.

The 2010-11 Future Planning team will continue this work by adding to and updating the Strategic Plan.

Pros: This committee is great for strategic thinkers and those interested in guiding the direction of the League in upcoming years. A perfect fit for elected leaders or those interested in future leadership positions. There is an opportunity to streamline some communications via email and conference calls.

Cons: Although open to all members, this committee could potentially be overwhelming to members still learning more about League basics.

Contact: Kate Halpin at 508-835-4315 or email kamhalpin@yahoo.com

Programs & Training
Chair: 1, Chair
Members: 3-5
Average # of Meetings: TBD
**Average # of Hours: TBD**

*Each member is expected to:*
- Prepare for 2 GMMs (arriving 30-60 min in advance)
- Set up and/or help plan at least one of the following as applicable: Holiday party, January dinner, May dinner, training events

The Programs & Training Committee helps to plan and supervise the educational programs of the League – from scoping out the appropriate opportunities to planning the event. The committee also makes all of the arrangements for the General Meetings including invitations, food/drink and setup. The committee also records all RSVPs for events and ensures that all materials and nametags are prepared for relevant events. Finally, the committee helps to organize social functions such as the annual Holiday party and various dinners.

**Pros:** This committee is great for highly organized members who enjoy the event planning process. Minimal meetings. Great opportunity for an energetic chair(s) to reinvigorate and/or re-establish P&T’s important role in developing the League’s training and educational programs.

**Cons:** Does require at least one representative of the group to attend General Meetings thirty-sixty minutes in advance to set up food and chairs. This could be done on a rotating basis.

**Contact:** Kerri Martinek at kkmartinek@verizon.net or 617-851-1091

**Membership & Development**

*Chairs: 2, Co-Chairs*

*Members: 5-8*

*Average # of meetings: 6*

*Average # of Hours: 2.5 per meeting*

*Each member is expected to*
  - Help plan AND attend a minimum of 2 Member Open Houses.

The Membership and Development Committee’s function is to recruit and train potential new members of JLW. Membership and Development is a voting committee. The two co-chairs are Board Members and attend 1 Board Meeting per month. The co-chairs conduct the training sessions and act as the advisors to the provisional members. The committee is responsible for attending new member socials and helping with the recruitment process.

There is a Fall training session and a Spring training session. This allows 2 opportunities per year for potential new members to join. Each session typically consists of 3 training classes for a total of 6 per year.

**Pros:** This committee is great for those who thrive on networking and relationship building. It is the perfect committee for anyone who has benefitted from her experience with the League and enjoys sharing those experiences along with how JLW has made a difference in the community.
Cons: It requires a great deal of organization by at least one of the co-chairs to stay in touch with potential new members. There are a lot of inquiries/leads that come through from the website and it is important to follow up right away.

Contacts: Christina Roberts at cair00@msn.com or 508-612-8952

Hotline Committee
Chair: 1, Chair
Members: 3-5
Average # of Meetings: 0
Average # of Hours: 5-10 hours during deadlines

The Hotline committee is responsible for soliciting, compiling, printing, editing and mailing the Hotline. The committee may also need to interview other members for articles.

Pros: This committee works independently to produce the Hotline. It is a great position for a person who is organized and deadline oriented. Also the perfect committee for someone who is creative and able to come up with interesting articles, themes, and images.

Cons: Chasing down articles can be challenging.

Contact: Brenda Dubrey mrsdubrey@verizon.net or 508-753-1021

Public Relations
Chair: 1, Chair
Members: 3-4
Average # of Meetings: 2
Average # of Hours: 2

Each member is expected to:
• Attend 2 meetings and assist with projects assigned by Communications VP

The Public Relations Committee's function is to help build brand awareness in the community through various media outlets including - ad placements, press releases, article writing, award submissions, pitch development and other creative ideas. The committee is responsible for all aspects of media relations including actively positioning, pitching and communicating the League’s mission, vision and initiatives. The committee works with project and fundraising chairs to execute on PR strategies and programs for their specific area of focus.

Pros: This committee is great for writers and those with a communications background. Also a great committee for outgoing members who enjoy picking up the phone and sharing information about the League’s contribution to the community.

Cons: A comprehensive media list and contact database may need further investigation and maintenance.
**Contact:** Amy Banek, abanek@hanover.com

**Marketing/Web Site Committee**  
**Chair:** 1, Chair  
**Members:** 2-3  
**Average # of Meetings:** 0  
**Average # of Hours:** 0*

The Marketing/Web Site Committee is responsible for marketing initiatives including the website. The purpose of all marketing initiatives and the web site is to inform the community about the League, recruit new members, and generate interest in our projects, events and fundraisers. The web site also serves as an interactive tool to make payments online including donations, dues and ticket purchases. The committee also makes updates to internal web pages for Members and Sustainers. Finally, the committee monitors Google Analytics to evaluate trends in web traffic patterns.

**Pros:** This committee was originally created to cover the web site and has been expanded to include marketing. There is an opportunity to create more of a strategic marketing plan across the League’s projects and fundraisers for members with marketing experience or interested in gaining marketing experience.

**Cons:** The web side of the committee requires basic HTML and Photoshop skills and/or an understanding of Google Adwords, Checkout or Analytics.

*To date, the committee has not been utilized as it primarily focused on the web site redesign and set up of various Google accounts, which requires specific technical skills.

**Contact:** Kerri Martinek at kkmartinek@verizon.net or 617-851-1091

**Finance Committee**  
**Chair:** 1, VP of Finance  
**Members:** 6-8  
**Average # of Meetings:** 3-4  
**Average # of Hours:** 2.5/meeting

The Finance committee prepares the annual budget and oversees all financial activities of the League including dues collection, investments, insurance, cash flow, and financial statements. Committee members should include Treasurer, President-Elect and Fundraising event chairs at a minimum.
Pros: This is a great way to learn about the League from the inside out. There is an opportunity to rebuild this committee to more strategically plan for our long-term budgeting efforts. Financial experience a plus but not necessary.

Contact: Kate Halpin at 508-835-4315 or email kamhalpin@yahoo.com

Scholarship
Chair: 1, Chair
Members: 5
Average # of Meetings: 1
Average # of Hours: 2-2.5/meeting
Average prep time for meeting: 3 hours
Each member is expected to read and score 40-50 applications in approximately one week during the month of April.

The Junior League of Worcester awards Scholarships to 1-3 Worcester-area students. Each committee member review 40-50 student applications and evaluates each student based on a set criteria including academic performance as well as community contribution. The committee is tasked with identifying students who embody the mission of the Junior League and serve as model members of the student community.

Pros: There is only one meeting, usually held during April. Committee members can read their 40-50 applications at home. It is a great committee to be on if you are busy with work or family since there is only one meeting.

Cons: April is a busy month for the JLW. There is often a fundraiser and always the voting meeting. Although there is only one Scholarship meeting it usually takes place when League members have other JLW obligations. You also have to be able to read and score 40-50 applications in approximately one week.

Contact: Michele Cosper at michelemcosper@yahoo.com

House Committee
Chair: 1, House Manager
Members: 3-5
Average # of Meetings: TBD
Average # of Hours: TBD
Each member is expected to:
• Maintain the cleaning schedule and insure that the headquarters is clean and organized
• Coordinate garbage schedule
• Coordinate recycling schedule

The House Committee oversees and manages all activities that take place at the headquarters,
maintains the cleaning schedule, works with project chairs to ensure all project offices are kept orderly, provides periodic visits and deals directly with the landlord to ensure that the property is properly cared for. The committee also ensures that the house is properly stocked with necessities. The committee also assists in setting basic guidelines for members who wish to use the house and ensures that all members are participating in cleaning up after committee meetings, taking out garbage/recycling, turning down the heat in the winter, turning off the lights at night, and other basic common courtesies.

**Pros:** There is much room to define the future role of this committee as it has not been fully utilized in the last few years. For more social members, this could be a good committee if you are interested in organizing a few fun/optional activities at the house. Please note, it is not the role of the committee to continuously clean the house but rather to manage the house and all of the responsibilities that come with renting it.

**Cons:** This may be a better-suited role for members who live closer to the house in order to make periodic visits as needed.

**Contact:** Sara Kelleher Sears at sarakelleher@aol.com

**Fundraising Committee (Fall & Spring)**

**Chair:** 2, Co-chairs per fundraiser  
**Members:** 25  
**Average # of Meetings:** 10  
**Average # of Hours:** 6:30-8:30 p.m.

*Each member is expected to:*
• Attend all fundraisers  
• Help plan fundraisers  
• Participate in executing events

The Fundraising Committee's function is to support the League and its mission by raising money through various fundraisers and events. Specifically, we plan and host an event in both the fall and spring, along with some other more minor fundraising initiatives throughout the year.

**Pros:** This committee is great for creative thinkers and those who are entrepreneurial in spirit. With many members, it is a fun atmosphere, which embraces many different opinions. There are also various levels of participation from directly soliciting donations to working behind the scenes on invitations and materials. This is a great opportunity for those that are sales-minded and would like to further develop their fundraising skills. Meetings are scheduled around the work-week and information is regularly communicated via email.

**Cons:** A donor database requires development and maintenance in order to make soliciting funds a more streamlined process in the future.

**Contact:** Amy Banek at abane@hanover.com
Grant Committee
Chair: 1, Chair
Members: 3
Average # of Meetings: 2
Average # of Hours: Varies

Each member is expected to:
• Identify 1-2 new grants each year
• Help write a minimum of 2 grants

Committee responsibilities include - attendance at committee meeting, researching new grant opportunities, updating a potential sponsor list for Fund Development and helping to write a narrative for a grant application.

The Grant Committee Chair supervises all responsibilities and mentors any member looking to learn more about grant writing. In the 2009-2010 year, the grant committee spent time researching grants and preparing an arsenal of materials for future grant writing initiatives.

Pros: This is a great committee for those strong writers or those with grant writing experience. There is also a great opportunity for those who have a willingness to foster relationships with funding organizations in the community such as the Greater Worcester Community Foundation.

Cons: As the League works to develop new project initiatives based on community needs and potential impact, it can be challenging to position & pitch the League in order to successfully meet grant requirements. There is a chance to work more closely with the PR committee in developing the proper positioning and pitch as we work towards redeveloping our area of focus. A donor database also requires development and maintenance to help streamline the grant writing process.

Contact: Amy Tesoro at amytesoro@hotmail.com

Annual Fund Committee
Chair: 1, Chair
Members: 3
Average # of Meetings: TBD
Average # of Hours: TBD

The Annual Fund Committee is a new committee established to help develop and distribute the annual fund materials, solicit donors, keep track of gifts, and send acknowledgements.

The Annual Fund Committee should also develop creative ways to raise awareness of the annual fund across the membership in order to increase the percentage of participation (for the benefit of writing grants). They should also develop a list to more strategically seek outside donations.
They should work with the Treasurer and Web Chair to make sure that donations are properly recorded.

**Pros:** This is a great committee for creative and persuasive members who can either help to develop the materials or encourage members to donate.

**Cons:** A donor database on Companio is needed to help track gifts. Acknowledgements must be sent in a timely manner. There is a large inflow of donations that arrive with the dues checks.

**Contact:** Karla Valas at karla.valas@fmr.com

**Sponsorships**
**Chair:** 1, Chair
**Members:** 3-5
**Average # of Meetings:** TBD
**Average # of Hours:** TBD

The Sponsorships Committee is a new committee established to serve in the capacity of account managers with our sponsors. Their role is to maintain an ongoing relationship with sponsors, ensure that we are executing on promised deliverables, ensuring sponsor satisfaction and sending acknowledgments.

The committee should also work to identify new sponsorship opportunities in coordination with the VP of Fund Development.

**Pros:** This is a great committee for members with account management skills or who are generally able to build a positive report with others. Also perfect for members who are organized, detail oriented and able to work closely with the Marketing & PR teams.

**Cons:** A donor database on Companio is needed to help track sponsors. Acknowledgements must be sent in a timely manner.

**Contact:** Karla Valas at karla.valas@fmr.com

**Fund Development**
**Chair:** VP of Fund Development
**Members:** 2-3
**Average # of Meetings:** TBD
**Average # of Hours:** TBD

The Fund Development Committee is a new committee established to support the VP of Fund Development in proactively researching potential fundraising opportunities.
The committee should research fundraising options, develop a budget, identify necessary resources, and prepare an overview of recommended fundraisers for the membership to vote on.

**Pros:** This is a great committee for members with project management or research skills. This committee would help to shape future fundraising efforts.

**Cons:** There are voting deadlines to meet in order to properly present the membership with new fundraising plans.

**Contact:** Abby George at abby_jlw1@yahoo.com

**Project Fresh Start**
**Chair:** 2, Co-chairs
**Members:** 25
**Average # of Meetings:** TBD
**Average # of Hours:** TBD

*Each member is expected to help shop and participate in a delivery schedule to bring baskets to the shelters.*

Project Fresh Start is a project that works with local shelters to provide basic housing items to families moving from the shelter to permanent housing. The shelters that we currently work with are Francis Perkins and Friendly House. On short notice the committee shops for the items, packs and delivers them to shelters. The items are going to families that would otherwise not be able to afford the basic items that are taken for granted.

**Pros:** This is a feel good project. You get to visit the shelter and occasionally meet the family you are helping. It is hands on for those who like to get the gratification from volunteering. You also know exactly what the items are going to be used for which makes it even more rewarding.

**Cons:** There is very little notification of when a family is moving. This committee needs people that are flexible with their schedules or the demands will not be met. We usually have a 2-3 day window to get the order processed not leaving much room for juggling.

**Contact:** Christin Harrington at christin.harrington@yahoo.com

**Done-in-a-Day (DIAD)**
**Chair:** 2, Co-Chairs
**Members:** 25
**Average # of meetings:** 3-5
**Average # of hours:** 1-2
DIAD project is the group that decides on DIAD volunteer events for the upcoming year. Once events are chosen, members need to get all the necessary information on the event and organize the volunteers. The DIAD events are chosen to benefit the local community with a focus on women and children. This means some research is involved to find the areas of need in our community. In the upcoming year, the DIAD team will work closely with the Community Research team to identify pilot projects to support the new area of focus.

Kids in the Kitchen, and potentially Coats for Kids, falls under DIAD and is led by 2 co-chairs.

**Pros:** Members have considerable input in the volunteer activities that are chosen. That means they can choose events that they think will have a big impact on the local community. Participants in DIADs meet many new and old members at the different events. There is also an opportunity in the upcoming year to shape the direction of our Signature Project based on pilots run in 2010-2011.

**Cons:** Although not difficult, the DIAD committee should know how to manage RSVPs and schedule work shifts through Companio.

**Contact:** Colleen Colby at colleen.colby@gmail.com