



2018-2019 Committee Opportunities

*USNC-Chicago is pleased to announce a number of committee opportunities for the 2018-2019 year (June 1 – May 31). Please see below for a list of committees. Committee members will be expected to serve in a volunteer role for the full year, and respond to requests for assistance with committee tasks in a timely manner. Members interested in serving on a committee should email usncchicago@gmail.com no later than **Monday, April 30, 2018**, and must also verify chapter membership. We look forward to working with you!*

Development committee

The Development Committee is chaired by the Vice President of Development. It is the duty of the committee to raise funds to support the purposes of the organization.

Responsibilities:

- Work to solidify business sponsorships/partnerships in support of chapter events, activities and general operations
- Reach out to influential individuals to make them aware of UN Women and its mission and programs, in order to build champions and advocates for our cause. These are people who can give personal funds, influence their own corporations to provide funding, and reach out to their networks
- Ensure all development efforts are made in accordance with USNC guidelines

Events and Activities committee

The Events and Activities committee will be chaired by the Events and Activities Director. The committee is responsible for supporting the planning and coordination of all Chapter events and activities, and will collaborate as needed with other committees to achieve its objectives.

Responsibilities:

- Research event venues, caterers and other event support services
- Provide event execution support including space setup, guest check-in, clean-up, etc.
- Assist with the solicitation of silent auction items and running auctions at events

HeForShe committee

The HeForShe committee is responsible for promoting the HeForShe campaign and its principles on a local level. The committee supports and strategizes around Chapter efforts to engage male supporters of gender equality.

Marketing and Communications committee

The Marketing and Communications committee is chaired by the Director of Marketing and Communications. The committee is responsible for promoting the activities of the organization and ensuring the organization receives maximum exposure to supporters and in the media.

Responsibilities:

- Develop and send awareness communications and event alerts via e-blast and social media
- Assist the president in developing public awareness of the chapter through press releases, articles, and media development
- Oversee the chapter's website and keeps the site up to date on chapter news
- Maintain documentation of all public relation activities (articles, pictures, etc.) for archiving purposes

Membership committee

The membership committee is chaired by the Vice President of Membership. It is the duty of the committee to promote and expand membership in the organization.

Responsibilities:

- Support the VP of Membership in overseeing the chapter's membership engagement activities including volunteer opportunities, book club, the Chapter Champion Program, the Corporate and Student Ambassador Programs, and the Committee Task Force
- Brainstorm new membership engagement strategies and activities
- Keep membership lists current
- Maintain member and non-member distribution lists
- Develop and distribute a membership directory annually

Public Affairs committee

The Public Affairs committee is chaired by the Director of Public Affairs. It is the duty of the committee to advocate on behalf of policy issues pertinent to the mission of UN Women and the USNC.

Responsibilities:

- Develop policy-related communications and work with the Director of Public Affairs and President to edit and distribute those items
- Maintain documentation of all political advocacy and nonprofit partnership activities for archiving purposes
- Maintain elected official, government, and nonprofit contact lists
- Build relationships with counterparts in other nonprofits