

# President

**Sharla Artz**

## Chair/Executive Committee

Identifies short and long-term priorities for the board, conducts board meetings, and monitors committee activities to ensure that methods of operation meet the objectives of WCEE, and that Board and membership volunteer time is used in a productive and meaningful way, oversees WCEE Executive Director.

# Past President

**Christine Tezak**

Assists President as required/directed. Participates on Finance committee and with fundraising to the extent feasible.

# Vice President

**Ronke Luke**

## Chair/Operations Committee

Backs up president in president's absence. Follows up with committee chairs regarding reporting requirements to BoD.

# Secretary

**Robin Cantor**

## Chair/Governance Committee

Coordinate WCEE "archive" functions, oversees changes to bylaws and policy manual, assists the executive committee with communications from WCEE.

# Executive Committee

## Executive Director

**Clare Piercy**

Supports WCEE membership through the provision of daily services. Provides administrative support to the BoD. (*Serves in an ex officio capacity*)

# Treasurer

**Marija Zivanovic-Smith**

## Chair/Finance Committee

Oversees WCEE books, oversees WCEE Executive Director's management of bills and transactions, coordinates development of and adherence to annual budget, oversees tax filings, coordinates monthly financial report to the Board.

# Activities Chair

**Debbie McCormack**

Maintain annual master calendar (including holidays, religious and secular). Coordinates planning of ad hoc events among WCEE's major events. Helps specific event committees with their budgets.

# Marketing / Communications Chair

**Jayne Brady & Pat McMurray**

Develops and oversees a communication strategy for WCEE that is coordinated and cohesive. Develops and submits budget requirements to Finance Committee, works closely with Event Committee.

# SIG Chair

**Colleen Newman & Mary Brosnan-Sell**

Oversee and coordinate activities of Special Interest Groups/Committees. SIG Chair should coordinate an overall budget for the SIGs and coordinate planning of events with the general calendar.

# Board of Directors

# Long Range Planning Chair

**Lea Swanson**

Coordinates development and follow up of WCEEs long range plans. Plays key role in development of agenda for semi- annual retreats and assists board in assessing performance.

# Membership Chair

**Julia Souder**

Oversee and coordinate activities "inward focused" services. Including Recruiting, new member breaky, focus groups, sponsored members, executive outreach committees.

# Development/ Fundraising Chair

**Leslie Cordes**

Coordinates identification of new sponsors, and development of what about WCEE can be funded through pursuing grants for specific projects or "core funding."

# Career Building Chair

**Peggy Welsh**

Oversee and coordinate activities of committees related to professional development activities. Includes mentoring, "101 Series," and Life Skills Series.

# General Counsel

Serves as legal counsel to the organization, assists in tax issues, agency issues, and legal inquiries. (*Serves in an ex officio capacity*)

# President (Board)

**Sharla Artz**

## Executive Committee Chair

Identifies short and long-term priorities for the board, conducts board meetings, and monitors committee activities to ensure that methods of operation meet the objectives of WCEE, and that Board and membership volunteer time is used in a productive and meaningful way, oversees WCEE Executive Director. No budget.

## Vice President (Board)

**Ronke Luke**

### Chair/Operations Committee

Backs up president in president's absence. Follows up with committee chairs regarding reporting requirements to BoD. No budget.

## Past President (Board)

**Christine Tezak**

Assists President as required/directed. Participates on Finance committee and with fundraising to the extent feasible. No budget.

## Secretary (Board)

**Robin Cantor**

### Chair/Governance Committee

Coordinate WCEE "archive" functions, oversees changes to bylaws and policy manual, assists the executive committee with communications from WCEE. No budget.

## Treasurer (Board)

**Marija Zivanovic**

### Chair/Finance Committee

Oversees WCEE books, oversees WCEE Executive Director's management of bills and transactions, coordinates development of and adherence to annual budget, oversees tax filings, coordinates monthly financial report to the Board.

**Executive Committee**

## Executive Director

**Clare Piercy**

Provides day to day staffing of WCEE.  
Serves in *ex officio* capacity.

## General Committee Duties / Responsibilities / Reporting:

- The Executive Committee is responsible for setting Board meeting agenda. Act on certain business items or transactions between Board meetings.
- This committee will meet monthly, in person or by conference call ahead of each board meeting to develop an agenda.

# Vice President (Board)

**Ronke Luke**

## Chair/Operations Committee

Oversees operations committee, who reviews the day-to-day operational issues of WCEE.

# Operations Committee

## Technology Subcommittee

Works with Treasurer and committees to help identify technology needs across the organization to support various committee functions.

## Internal Communications Subcommittee

Assists vice president in coordinating with committees to follow up on preparation before board meetings.

## Master Calendar

Assists vice president in a master calendar of key annual events (holidays, etc.) and facilitate scheduling of major events.

## Executive Director (Non Voting Board)

**Clare Piercy**

Provides day to day staffing of WCEE.  
Represents committee if Operations Chair is not available.

## General Committee Duties / Responsibilities / Reporting:

- The Operations Committee is responsible for the daily nitty gritty jobs of WCEE.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Secretary (Board)

**Robin Cantor**

## Chair/Governance Committee

Coordinate WCEE “archive” functions, oversees changes to bylaws and policy manual, assists the executive committee with communications from WCEE.

## Board Policy Manual Subcommittee

Completes drafting of board policy manual. Leads board training on board policy manual and is contact point for change suggestions. No budget (*ad hoc*)

## Bylaws Subcommittee

Contact point for changes to be made to bylaws. No budget (*ad hoc*).

## Vice Chair

Responsible for review of board meeting minutes and attending board meeting if secretary is not available. No budget.

## Nominations Committee

Leads effort to identify candidates for board positions and works with committee chairs to identify candidates for subcommittee positions. No budget.

# Governance Committee

## Executive Director

**Clare Piercy**

Provides staffing to assist in records maintenance. Facilitates preparation of official WCEE correspondence.

## General Committee Duties / Responsibilities / Reporting:

- The Governance Committee is responsible for the maintenance of WCEE’s records and policy documents.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Treasurer (Board)

**Marija Zivanovic**

## Chair/Finance Committee

Oversees WCEE books, oversees WCEE Executive Director's management of bills and transactions, coordinates development of and adherence to annual budget, oversees tax filings, coordinates monthly financial report to the Board.

## Budget Subcommittee

Distributes budget guidelines/parameters to other Committee chairs. Follows up with Committees to collect budget plans. Is first point of contact for committees seeking changes to approved budget.

## Vice Chair

Coordinates preparation and maintenance of audit-related materials for taxes. Represents treasurer at Board meetings if Treasurer cannot attend.

## Investments Subcommittee

*Researches and recommends alternatives for investment of WCEE reserves*

## Financial Audit Subcommittee

Coordinates preparation and maintenance of audit-related materials for taxes.

# Finance Committee

## Executive Director

**Clare Piercy**

Oversees bookkeeper, handles WCEE's day to day bills. Reports on progress of receipts and expenses against budget.

## General Committee Duties / Responsibilities / Reporting:

- The Finance Committee is responsible for the maintenance of WCEE's books, records and budget. The Finance Committee makes recommendations for stewardship of WCEE's funds.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Development/ Fundraising Chair (Board)

**Leslie Cordes**

Coordinates identification of new sponsors, and the WCEE functions/activities that lend themselves to potential grand funding.

## Vice Chair

Assists D/F Chair in duties, and represents committee at Board meetings if D/F Chair cannot attend.

## Development Subcommittee

**VACANT**

Identifies WCEE goals or programs that may be funded through grants. Identifies suitable grant programs and recommends further action.

# Development/ Fundraising Committee

## Sponsor Relations Committee

**Joanne Jordan**

Identifies new sponsors and assists in retention and outreach to existing sponsors.

## Executive Director

**Clare Piercy**

Coordinates distribution and follow up on sponsor solicitations and participates actively in grant writing efforts.

## General Committee Duties / Responsibilities / Reporting:

- The Fundraising/Development Committee is responsible for identifying new sources of WCEE funding.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Activities Chair (Board)

**Debbie McCormack**

Monitors annual master calendar (including holidays, religious and secular). Coordinates planning of *ad hoc* events among WCEE's major events. Helps specific event committees with their budgets.

## WOY SubCom

**Clare Piercy & JoAnne Scribner**

Executive Director is a co-chair of this committee and handles logistics. Woy Chair develops slate for annual awardee and Champion Awardee. Has significant budget as a WCEE fundraiser

## Annual Member Meeting Subcom

**VACANT**

Coordinates theme for annual membership meeting. ED is a co-chair of this committee to handle logistics. Has significant budget.

## WCEE Book Club

**Bella Tonkonogy**

Coordinates meetings and plans brown bags to discuss books that may be of interest to WCEE members.

## Special Events Subcom

**Kirby Brendsel**

Coordinates possible *ad hoc* special events. May include book signings with authors, etc. All events should pay for themselves and submitted to finance committee.

## Executive Director

**Clare Piercy**

Provides key logistical and budget expertise for major event planning. Is co-chair of Woy and Annual Membership meeting Committees.

## Vice Chair

Assists Activities Chair in duties, and represents committee at Board meetings if Activities Chair cannot attend.

## Opinionshapers Subcom

**VACANT**

Annual event with speakers that address current topics. Event should pay for itself but should be submitted as a budget item.

## Legislative Roundtable Subcommittee

**Michele Maiwurm**

Annual event with congressional staff Event should pay for itself but should be submitted as a budget item.

## Happy Hour Subcom

**Sophie Guiney**

Identifies locations for monthly happy hour, alternating last wed/thurs of the month. Should be an early item on the annual master calendar. No budget.

## Social Events Subcom

**Jamie Song**

Coordinates *ad hoc* social activities, from golf or boating outings to museum trips or movie screenings. No budget.

Activities Committee

## General Committee Duties / Responsibilities / Reporting:

- The Activities Committee houses the majority of WCEE's significant budget events. The Activities Chair manages the master calendar and facilitates the scheduling of events.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Communications Chair (Board)

**Jayne Brady**

Develops and oversees a communication strategy for WCEE that is coordinated and cohesive. Develops and submits budget requirements to Finance Committee, works closely with Event Committee.

## Vice Chair

**Pat McMurray**

Assists Communications Chair in duties, and represents committee at Board meetings if Communications Chair cannot attend.

## Branding

**VACANT**

Develops content and oversees publication of annual membership report. Markets WCEE to other organizations. Prepares brochures and other publications that publicize WCEE as an organization.

## Webzine Subcommittee

**Johanna Polsenburg & Alice Grabowski**

Develops content and oversees publication for monthly WCEE webzine. Identifies possible budget requirements for webzine enhancements over course of year.

## Interorganizational Subcommittee

**Sophie Guiney, Lydia Dorsky & Sarah Howell**

Initial point of contact for organizations seeking to cosponsor events w/ WCEE. Leads contacts through co-sponsorship process and makes recommendation to Communications committee for action. Compiles and maintains a list of WCEE-like organizations in other cities. Manages development of resource "While you are in X..." program. No budget

## Press Relations Subcom

**Myra Sinnott**

Maintains a list of press and information outlets. Publicizes WCEE events as appropriate. For specialty events, may pursue targeted publications strategy. (Likely will not need a budget)

## Website Subcom

**VACANT**

Serves as point of contact for suggestions/improvements to WCEE website in terms of a repository of information and WCEE's 24/7 external face. Coordinates suggestions for content improvement. Will propose need for inclusion in overall technology budget.

Marketing/  
Communications  
Committee

## General Committee Duties / Responsibilities / Reporting:

- The Marketing Communications Committee is responsible for all marketing activities of the organization including branding, internal and external communications.
- This committee will meet six times a year, in person or by conference call.
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# SIG Chair (Board)

**Colleen Newman & Mary Brosnan-Sell**

Oversee and coordinate activities of Special Interest Groups/Committees. SIG Chair coordinates a modest overall budget for the SIGs, educates SIG leaders on BB policies and procedures.

## Water

**Jennifer Owen & Lauren Rosenblatt**

Coordinates meetings and plans brown bags to suit interests of SIG group members.

## Vice Chair

Assists SIG Chair in duties, and represents committee at Board meetings if SIG Chair cannot attend.

## Climate Change & Clean Air

**Kathy Alsegaf & Gwen Anderson**

Coordinates meetings and plans brown bags to suit interests of SIG group members.

## Energy

**Emily Kirksey, Yvonne McIntyre,**

**Lynn McKay & Nicole Weygandt**

Coordinates meetings and plans brown bags to suit interests of SIG group members.

## International

**Suzanna Sanborn & Whitney Stanco**

Coordinates meetings and plans brown bags to suit interests of SIG group members.

## Sustainability

**Lisa Walsh & Caitlin Dudek**

Coordinates meetings and plans brown bags to suit interests of SIG group members.

Special Interest  
Groups

## General Committee Duties / Responsibilities / Reporting:

- The SIG Committee houses WCEE's special interest groups. These groups provide networking opportunities through informal meetings or WCEE Sponsored Brown Bags.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Long Range Planning Chair (Board)

**Lea Swanson**

Coordinates development and follow up of WCEEs long range plans. Plays key role in development of agenda for semi- annual retreats and assists board in assessing performance.

## **Vice Chair**

Assists LRP Chair in duties, and represents committee at Board meetings if LRP Chair cannot attend.

## **Historian**

*Leads effort to clean up old WCEE documentation and provide a coherent compilation of WCEE files. May need budget resources.*

## **Metrics**

*Develops ideas for how to determine how WCEE is meeting its goals. Works with long-range planning chair. No budget.*

## **AC Liason**

Coordinates identification of topics on which to seek AC advice. Facilitates the conveyance of information from the AC back to the relevant committee.

# Long Range Planning Committee

## General Committee Duties/Responsibilities/Reporting:

- The Long Range Planning Committee is responsible for the coordination and development of WCEE's long range plans. Assists the board in assessing board performance.
- This committee will meet *frequency*, in person or by conference call
- Each committee chair should recruit members to populate the committee to meet the duties of that committee
- Each committee chair will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Membership Chair (Board)

Julia Souder

Focus is on the internal membership needs.

## New Members Subcom

Marion Botchway ?

Coordinates development/updating of new member orientation information. Leads planning for new member breakfasts. Needs to identify budget

## Vice Chair

Elizabeth Powell

Assists Membership Chair in duties, and represents committee at Board meetings if D/F Chair cannot attend.

## Focus Groups Subcom

Angie Mizeur

Coordinates a series of member focus group meetings to stay in touch with members and identify ideas and areas of improvement. May need a small budget, but brown bags would do.

## Recruiting Subcom

VACANT

Takes lead for recruiting new members to WCEE. May need budget authority, may not.

## Sr. Executive Outreach Subcom

Stacy Angel

Takes lead for recruiting senior level executives to WCEE. May also coordinate events specifically targeted to senior level WCEE members. Events should attempt to cover costs, but may be funded in budget.

## Sponsored Members Subcom

VACANT

Follows up with sponsors to identify individuals for all sponsored slots. Provides orientation and guidance if needed. No budget.

Membership  
Committee

## General Committee Duties / Responsibilities / Reporting:

- The Membership Committee is responsible for WCEE's "inward focused" functions. The Membership Committee leads recruiting, new member orientation, organizes periodic focus groups and reaches out to certain membership subgroups as identified (sponsored, executives).
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors

# Career Building Chair (Board)

**Peggy Welsh**

Oversee and coordinate activities of committees related to professional development activities.

## Mentoring Subcom

**VACANT**

Coordinates specific events and gathers resources to foster informal mentoring relationships. Likely will need a budget for specific events.

## “101 Series” Subcom

**Sarah Venuto**

Coordinates brown bag or other low budget impact events related to professional skills – resume writing, etc. May need small budget?

## Life Skills Subcom

**Rachel Goldstein**

Coordinates brown bag or other low budget impact events related to “life skills” such as financial planning, estate planning, possibly health, etc.

## WIL Series Subcom

**Judy Neason**

Coordinates series of WIL events. Has already sought budget authority carrying in to 2009

## Vice Chair

**Elisabeth Meyers**

Assists Career Building Chair in duties, and represents committee at Board meetings if Chair cannot attend.

## Networking Subcom

**Maryanne Leger**

Coordinates specific events centered around professional networking opportunities and skill development.

## “My Life as A ...” Subcommittee

**Julia Friedman**

*Develops series of one-on-ones with WCEE members who have chosen a specific career – environmental attorney, international development guru, etc.*

Career Building  
Committee

## General Committee Duties / Responsibilities / Reporting:

- The Career Building Committee coordinates events and opportunities to improve members’ personal and professional skills.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors