

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