

AAWGT EDUCATION AND PROGRAM COMMITTEE CHARTER

December 2017

PURPOSE

The purpose of the Education and Program Committee is (1) to plan and organize educational opportunities for AAWGT membership and outside community; (2) to help inform our work as philanthropists and community leaders; (3) to help AAWGT members make informed decisions in the grant making process; and (4) to reinforce AAWGT's position as a thought leader on issues affecting our community.

The Education and Program Committee shall plan programs, provide resources and create educational opportunities for the Members to learn about various issues affecting women and families in Anne Arundel County and general issues of philanthropy and giving circles. As appropriate, the Education and Program Committee shall find speakers, and arrange specific educational sessions for Members.

RESPONSIBILITIES

1. Annually review this Charter and work with the Governance Committee to revise as needed.
2. At any transition of leadership of the Committee, outgoing Chair or Assistant Chair shall convey this Charter to the new committee Chair or Assistant Chair and ensure an understanding of its importance as a roadmap for the Committee's work.
3. Ensure an active Committee by continually recruiting members from the broader Membership.
4. Identify topics of interest to the Membership.
 - a. Evaluate member topic interest through member surveys.
 - b. Conduct annual Brainstorming Session with the wider AAWGT membership.
5. Plan and facilitate AAWGT Educational Sessions.
 - a. Organize Presentations:
 - i. Research topics, define key questions and identify subject matter experts.
 - ii. Invite guest speakers and coordinate with them throughout the event.
 - iii. "Script" event to ensure smooth flow of event and coordination among all pieces.
 - iv. Provide event information (topic, key questions, presenter bios, date/time/location, etc.) to Marketing & Communications committee for program flyer and event promotion.
 - b. Work with Events coordinator on meeting staging.
 - c. Write copy for meeting announcement (for Wild Apricot) and send to web events manager and President/Vice President one month prior to meeting, noting who should receive the announcement (members only, entire contact list, or specific committees), location of event, parking, and availability of refreshments.
 - d. After event, provide AAWGT Secretary with contact information (including mailing addresses) for all presenters for inclusion in our database and to enable appropriate TYs to presenters.
 - e. Write short article (4 or 5 paragraphs) recapping meeting highlights and related resources -- send to newsletter and website contacts within 1 week of meeting.
6. Communicate regularly with the President and Vice President on committee issues and apprise them in advance of topics that warrant discussion at Steering Committee meetings and/or significantly change Committee operations.
7. Coordinate with other committees to ensure committee needs and priorities are accomplished.

PROCEDURES

1. The committee consists of a Chair and an Assistant Chair and strives to maintain at least five members.
2. Committee members shall become familiar with the AAWGT Bylaws with special emphasis on Articles VI, VII and VIII relating to committees.
3. A quorum is a majority of the members of the committee. Decisions by the committee shall be made by majority vote of the members present and voting when a quorum is present.
4. The Chair, with the advice of the Assistant Chair and committee members, as appropriate, shall:
 - a. Call regular committee meetings and special meetings as needed and advise members of the time and place of these meetings as early as possible.
 - b. Prepare meeting agendas and distribute them to members prior to the meeting.
 - c. The Assistant Chair shall take meeting minutes and ensure that minutes are kept and distributed to members within two weeks of meeting.
 - d. Except for routine reports, provide details of any pertinent issues or problems relevant to the committee to the AAWGT President at least one week prior to each Steering committee and general AAWGT membership meeting.
 - e. Establish by November 30 of each year the committee's timeline of major activities for the coming year.
 - f. Provide by November 30 of each year a budget proposal to the Treasurer to be incorporated into the annual AAWGT budget.
 - g. Identify qualified and available candidates (including themselves) for future Committee leadership positions and provide such suggestions to the LDN Committee, as requested by LDN, during the time period between March and September each year.
5. The Chair and Assistant Chair shall develop and maintain all records of the committee's activities in a given year.
6. The committee shall accept special assignments and responsibilities as determined by the AAWGT leadership and the committee Chair.
7. The committee shall refer all media inquiries and general notices to Membership, to the AAWGT President and the Marketing and Communications committee.
8. In the case of a conflict between this Charter and the Bylaws, the Bylaws control.

POSITION REQUIREMENTS

1. Time commitments of Chair and Assistant Chair vary based on timeline of responsibilities but would typically average 5-10 hours per month, including attendance at monthly Steering Committee meetings.
2. Time commitment for committee members also varies by responsibility, but would typically average 3-5 hours per month.