WOMEN’S FORUM STEERING COMMITTEE MEMBER

The Women’s Forum Steering Committee member is responsible for identifying programming opportunities, conducting outreach and leading one event during their term.

SPECIFIC DUTIES

• Attend Steering Committee meetings – brainstorm potential speakers, venues, themes for Women’s Forum programming
• Take the lead on at least one event or initiative during the two-year term (2-3 people share the planning responsibilities for each event)
• Attend Women’s Forum events and encourage participation by reaching out to personal networks and sending personal invitations
• Host or co-host at least one neighborhood coffee or identify a host for a neighborhood coffee – in someone’s home, public venue, or in partnership with a committee member
• Offer or identify conference or other space for committee meetings or events
• Perform other responsibilities assigned by the DAA as needed

TIME COMMITMENT

The Women’s Forum Steering Committee Member requires 2-3 hours per month

TERM LIMIT AND REQUIREMENTS

Two-year term, renewable once. This position is appointed by the Women’s Forum Co-Chairs in consultation with the Regional Director and the Assistant Director for Alumnae Engagement.

QUALIFICATIONS

• Strong commitment to creating learning, leadership and network opportunities for Alumnae