Santa Clara Chapter 99 NAWIC Committees in a Nutshell

50/50 Raffle – Responsible for selling raffle tickets at monthly dinner meetings; tallying sales and completing the receipt/disbursement form for the Treasurer. Selects someone (Speaker or other guest) to draw the winning ticket.

Block Kids – Responsible for coordinating the Chapter's participation in the National NEF Block Kids annual contest. Recruit additional volunteers, liaison with host (currently Santa Clara Library), oversee participating children & judging. Complete Block Kids forms and submit to Regional Block Kids Chair in a timely manner so winning child has the opportunity to compete at Regional/National levels.

CCOC – Coordinate Chapter's support of the local Construction Technology program (currently Silicon Valley Career Technical Education).

Charter/Birthday Dinner (April) – Selects venue and plans meal and activities for the Chapter's annual Charter dinner in April

Christmas Dinner (December) - Selects venue and plans meal and activities for the Chapter's annual Christmas dinner

Community Service – Researches and suggests community service opportunities for the Chapter to support throughout the year. Presents ideas to Board for discussion. Can be ongoing support, one time financial or hands on assistance. Recommend at least two people to co-chair/commit.

Fund Raiser – Researches and suggests fundraiser event or theme to the Board for comments. Current fundraiser (Crab Feed) is very successful and gaining a strong following/good systems in place. Forms committees necessary for a successful event, hosts and act as primary "go to" team for the event. Recommend at least two people to co-chair/commit.

Historian – Documents all meetings & functions and events in a journal or scrapbook form. Take pictures at events and meetings and documents the President's year.

Inspiration – Shares a short, inspiring message at the beginning of each monthly dinner meeting.

Membership – Promotes NAWIC in order to increase and maintain membership. Report monthly on Membership status. Find ways to recruit, retain and build membership. Share information from Regional and National Membership Chairs with the Chapter.

Newsletter – Call for content, edit, construct and distribute monthly publication to members, website coordinator, Regional Director. Maintain distribution list.

Safety - Monitor national information sources on safety and health. Supply articles for the newsletter.

Scholarship – Distribute Scholarship information to membership and community. Collect and review scholarship applications and essays. Eliminate and notify anyone not eligible, score qualified applicants and issue awards. Send letters to qualified applications requesting proof of enrollment.

Secret Sister – Match all participants with a Secret Sister. Share their Secret Sister's Application and encourage regular participation at monthly meetings. Collect any Secret Sister cards/items not collected by the addressee and hold for next meeting.

Social – Looks for and locates central location for monthly dinner meetings (if rotating locations). Selects meal and cost for membership. Prepares dinner flyers and distributes them to membership (and for publication in the newsletter). Does member/guest check in the night of the meeting. All reservations to go Social chair. Recommend at least two people to co-chair/commit.

Sponsorship – Solicits corporate sponsors for the Chapter to meet annual Sponsorship goal. Keeps sponsorship list up to date – advises President and Newsletter Chair so Sponsors are appropriately recognized in newsletter and meeting agendas. Coordinates annual Corporate Sponsor dinner (August).

Sunshine – Write all correspondence for the chapter including birthday, celebration, illnesses, deaths and any other needed words of encouragement to chapter members, contacts, associates, etc. Also write "thank you" letters/cards to monthly speakers, event sponsors and volunteers as needed.

Website – Keep website up to date – names, contact information, meetings/locations, events, fees and dues.

WIC Week – Coordinate Chapter's participation in National WIC Week (first week of March). Organize events, promote attendance/active participation in social media. Report activities timely to Regional WIC Week Chair so Chapter's activities are counted.

Thank you to everyone who has signed up to help with a committee! Please contact Laura Grabar at angie@dhrgconcrete.com or 408-825-3817 if you want to help or have any questions or ideas about new committees!