



## WNA Community Chair Responsibilities & Processes

The role of Community Chair is to identify particular programs and organizations within our community that WNA can support via our resources (talents), time and/or finances. It is key that WNA members are engaged in helping & supporting the chosen programs.

### General Role:

- Minimum 1 year term
- Attend as many meetings as possible, be engaged in all meeting content and listen for opportunities for improvement.
- Demonstrate leadership and be willing to listen and collaborate on new ideas.
- Support all members of the WNA, as available, with leads, referrals, individual meetings and aid in their success.
- Be creative with new ideas to expand, increase and gain visibility for WNA as a whole and individual members.
- Seek for continuous improvement in all aspects of our organization.

### Specific Responsibilities:

- Create, facilitate and deploy programs to ensure WNA is involved in its community. Seek opportunities of partnership with other organizations.
  - Contact organizations in the community to see how WNA can partner with them
  - Keep open communication lines with the organization
  - Organize events
  - Keep track of volunteer opportunities
  - Announce volunteer opportunities to WNA members to help with community outreach
  - Determine ways to communicate our community involvement to the newspapers and other media
- Time commitment is approximately 1-2 hours a month working with various programs and organizations.
  - Depending on the size of the organization these hours may increase by 1 or 2 hours
  - With smaller ("Done in a Day") type of events, the time spent per month is much less, approximately 1-2 hours monthly.
- Encourage WNA member involvement
- Participate in Board meetings
  - Provide number of volunteer openings
  - Share community outreach updates