



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Inreach/Outreach Chair

Term: Minimum of 1 Year

The Inreach/Outreach Chair will be responsible for providing support internally and externally on behalf of Brockville Women's Network. This can include being a source of support and encouragement to our membership, or choosing community project(s) which will be approved by the Executive, for which our membership as a whole could provide support in any given year – as long as that project meets our mandate of "Women Supporting Women" – and speaking to and encouraging the membership to support this project on behalf of the Network.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Arrange for cards and notes of encouragement to be sent to the General Membership in the event of any personal life-changing moments as the information is given: Births, Deaths, Get Well, New Home, Congratulations, Marriage, Retirement, New Job, Election to other Boards, etc.
- At General Meetings, share any information regarding these life-changing events – taking care to do so at the discretion of the member(s) involved – and ask our membership to keep you informed of such information.
- At General Meetings, share any information regarding those community project(s) which we are encouraging our membership to support in the given year, and the means by which this support could/should take place, as well as any information on how the support is being received.
- Develop New Member Packages and ensure that these are available at each General Meeting to be presented to new members as they join. These packages should include our BWN logo and the following inserts: President's welcome letter, BWN membership form to share with other potential new members, BWN directory, BWN newsletters, BWN history documents, cards, inspirational notes, etc.
- Develop a photo album depicting BWN General Meetings using photos supplied by our membership and the Communications Chair. Included in the album should be any media coverage regarding BWN meetings or any of our members. The album will then serve as a historical archive of any particular year. This album should be taken to each monthly General Meeting so members can view at their leisure. Once a photo album is filled and has been viewed sufficiently by the membership, ensure that it goes to the BWN Storage Unit for safekeeping. Forward current photo album to the incoming Inreach/Outreach Chair as your term expires.
- Forward to the Treasurer all receipts for photo processing, printing, supplies, etc., for reimbursement.
- The necessity of forming an Inreach/Outreach Committee will be at the discretion of the Chair and the Executive of the given year.