



## **EFW ROLES & EXPECTATIONS: COMMITTEE**

### **Nomination Committee:**

1. Determine needs for recruitment (What type of specialties need filling).
2. Actively identify candidates and present to the Board.
3. Maintain volunteer database and coordinate volunteers.
4. Develop and maintain student intern position.
5. Create and maintain term timeline.
6. Develop training for new members.
7. Maintain Building Reps and PTA/PTO Liaison.

### **Development Committee:**

1. Review strategic plan annually.
2. Oversee annual donations through the annual direct mail campaign.
3. Oversee and solicit annual sponsorships.
4. Oversee solicitation of event sponsorships.
5. Investigate the idea of offering an annual membership.
6. Develop and maintain connection with Wauwatosa Chamber of Commerce.
7. Develop and maintain connection with service organizations like the Rotary, Kiwanis, and Women's Club.

### **Marketing & Communication Committee:**

1. Develop a marketing plan and review annually.
2. Maintain social media presence (Facebook, Twitter, LinkedIn, Instagram).
3. Maintain and enhance website.
4. Promote events.
5. Write press releases.
6. Maintain online news presence.
7. Create annual elementary folders.
8. Develop and maintain advertising and promotions.
9. Create and distribute e-mail blasts through Mail Chimp.

**Black & White CATERED Affair:**

1. Create and maintain task timeline on google drive.
2. Secure event date and location.
3. Coordinate all related activities.

**Walk/Run:**

1. Create and maintain task timeline on google drive.
2. Secure event date and location.
3. Coordinate all related activities.

**Community events - July Parade, Tosa Fest, Trunk or Treat...:**

1. Coordinate all related activities.

**Finance Committee:**

## Budget:

1. Create and annually review an operating budget.

## Investments: Chaired by Treasurer

1. Review annually the grant formula.
2. Report on investments.

**Grants Committee:**

1. Review process annually.
2. Collect grant applications submitted to district and complete Tier 1 review.
3. Coordinate distribution of grant applications that make it through the Tier 1 review to Board Members.
4. Lead discussion of grant applications.
5. Coordinate Tier 2 matrix/rankings.
6. Lead grant meeting and voting process.
7. Coordinate writing and distribution of grant letters to all applicants.
8. Coordinate surprise grant visits to recipients.