



## Committee Description: Recruiting/Membership

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**Committee Overview:** The Recruiting/Membership Committee exists to support the WISE goals of growing membership and ensuring that members are receiving value from their WISE participation. The committee works to ...

**Reporting Requirements:**

- Updates to BOD for monthly calls and quarterly in-person meetings.
- Communication on budgets, and actual spend with Finance Committee.
- Report out to membership at Annual Meeting.
- Publication of Annual Report.

**Meeting Cadence:** The committee at large meets once every month. The Committee may meet more frequently during the budgeting cycle and at year end. Most meetings are held via conference call / webinar.

**Committee Responsibilities:**

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### Key Roles and Responsibilities:

Position	Time / Travel Requirements
Committee Chair	<ul style="list-style-type: none"><li>• Weekly meeting with outside bookkeeping firm.</li><li>• Availability for ad hoc calls</li><li>• 4-8 hours per month for reviewing financials</li><li>• 8-12 hours per month during budgeting cycle (Sept) and year-end document preparation (Jan)</li></ul>
1 <sup>st</sup> Vice Chair	
2 <sup>nd</sup> Vice Chair	
Member	