

Grassroots Waukesha Leadership and Committee Positions – 2017 (Rev 1)

Executive Committee

Position	Job Description
Chair & Co-Chair	<ul style="list-style-type: none"> • Steering Committee Meeting (SCM): Sets agenda, runs meeting, and orchestrates consensus on any questions raised. • Spokesperson for GRWC. Develops and maintains relationship with other advocacy groups. • Approves ad hoc events and projects after taking into consideration our bylaws, mission statement, and the recommendations from the rest of the Steering Committee (SC). • Sets agenda for Membership meetings along with recommendations from the Steering Committee.
Secretary	<ul style="list-style-type: none"> • Records the SCM minutes and distributes them to SC members. • Retains copies of past SCM minutes.
Treasurer	<ul style="list-style-type: none"> • Keeper of funds collected and provides account to SC of any changes (+/-) at the monthly SCM. • Maintains checking account.

Communication Committees

Membership Coordinators	<ul style="list-style-type: none"> • Monitors incoming mail to carlwauk@gmail.com. Communicates with or refers inquiries to others as required. • Reviews and approves new member applicants. Sends out welcome letter. Turns applicant over to Membership Development for phone call follow up. • Enters new member data into MailChimp database. Maintains data as required. • Administrator for GRWC Facebook Group. Approves new members.
Newsletter Editors	<ul style="list-style-type: none"> • Creates Newsletter. Posts in MailChimp together with Events calendar two times a month. • Maintains archive of past newsletters
Media Relations	<ul style="list-style-type: none"> • Establishes relationships and maintains contacts with media sources. • Writes and distributes press releases.
Website Designers	<ul style="list-style-type: none"> • Designs and Maintains website: www.grassrootswaukesha.org
Publicity and Social Media	<ul style="list-style-type: none"> • Posts events and actions on the Grassroots Calendar, GRWC FB page, and GRWC FB Group
Event Callers	<ul style="list-style-type: none"> • Calls a pre-assigned number of people on email list for special events and actions when asked upon by the Chair. • Updates Membership Coordinator of member database updates such as wrong phone number, moved, etc.
Photographers	<ul style="list-style-type: none"> • Photographs events for the newsletter or other publications

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Outreach Committees

Membership Development	<ul style="list-style-type: none"> • Welcomes new members with phone call and initial inquiry. • Continuous survey (one on one) of membership to improve activism. • Records attendance and solicits new members at events. Analyzes attendance sheets for potential new members and people we should contact. • Submits event attendance lists and advice to Membership Coordinator for safekeeping and follow up.
Community and Grassroots Outreach	<ul style="list-style-type: none"> • Establishes relationships with local community groups to identify projects and improve collaboration. • Assists Chair and Co-Chair develop and maintain relationships with local area grassroots and advocacy groups and identify opportunities for working together and sharing ideas. • Maintains relationship with Citizen Action, SOPHIA, and other major partners.
Writers Club Coordinators	<ul style="list-style-type: none"> • Provides leadership for Writers Club. Maintains/shapes focus. • Solicits new members. Maintains membership list. Manages communication and coordination within the group. • Sets meeting schedule. Determines agenda. Moderates meetings.
Demonstration Coordinators	<ul style="list-style-type: none"> • Provides leadership for Moral Monday and other special demonstrations. Determines details (theme, date/time, and place). • Proposes messaging and organizes sign preparation meeting if necessary. • Provides needed information to the newsletter editor for mass email distribution.
Legislator Outreach	<ul style="list-style-type: none"> • Provides leadership for planned legislator encounters. • Coordinates and collaborates with Indivisible and other local groups in SE Wisconsin on training and strategy. • Provides needed information to the newsletter editor for mass email distribution.
Fundraising	<ul style="list-style-type: none"> • Collects contributions at events. • Looks for and signs up sponsors.

Ad hoc Committees

Events	<ul style="list-style-type: none"> • Provides leadership for planned events. Insures necessary arrangements are made. • Provides event details to the newsletter editor for mass email distribution.
Projects	<ul style="list-style-type: none"> • Provides leadership for a special committee or initiative requiring extended effort • Creates and/or maintains project objectives. • Plans and runs project meetings • Manages communication with and coordination among project participants