

1. Communications Committee – Board Liason: Glenn Weckerlin

- *Set, manage and report on WEPAN’s communications plan, strategies and key action items related to the 2-year plan to promote WEPAN and its objectives to relevant target audiences with support of WEPAN leadership*
- *Develop and maintain brand message and strategy with support from leadership*
 - *Create and communicate WEPAN’s “elevator pitch” so that WEPAN’s leadership team speaks consistently and drives a consistent message to its constituents and prospective supporters*
 - *Lead and ensure that WEPAN’s brand is effectively integrated into all areas of WEPAN business*
 - *Provide guidance and support to other committees as it relates to WEPAN communications and assists in the development of communications activities such as: WEPAN website, WEPAN e-newsletter, conferences, speaking engagements, brochures, etc.*
- *Invite members to serve on committee and encourage previous committee members to continue their service to maintain work continuity*
 - *Define subcommittee focus areas such as website, social media, newsletters, WEPAN-L*
 - *Follow the 2-year plan to communicate to WEPAN constituents across various channels such as WEPAN’s social media sites and WEPAN-L*
 - *Work with Membership and Leadership Committees on membership recruitment communications and generate a valuable online newsletter with relevant and real-time content*
 - *Work with Conference Committee on communicating key elements of the conference in order to help generate interest in conference attendance*

2. Conference Committee – Board Liaison: Lora Leigh Chrystal assisted by Roger Green

- *Committee works with WEPAN leadership to develop a 2-year plan and closely work with partner organizations of the CoNECD joint conference; primary focus is to work to maintain several key highlights of WEPAN’s historical CLF/Conference:*
 - *Hi-Fives*
 - *WEPAN Awards*
 - *Dinner Discussions*

- *WEPAN member meeting/town hall*
- *Generate momentum for the conference by communicating the theme and conference objectives, with emphasis on the objectives that are most relevant for WEPAN's various subpopulations of the organization (corporate, institutional, etc.)*
- *Identify and arrange for speakers, workshops, paper presentations, networking events, hospitality and entertainment*
- *Design and implement new member welcome activities in conjunction with Membership Committee*
- *Work in collaboration with the Communications Committee to publicize the conference and ensure WEPAN's brand strategy and messaging are consistent*
- *Manage the **WEPAN Awards (part of annual conference)** effort as noted below:*
 - *Set, manage and report on WEPAN's awards strategy which honors and recognizes outstanding corporations, educational institutions and individuals working to advance WEPAN's mission*
 - *Publicize call for nominations and identify and encourage applications*
 - *Implement nomination and selection process for each award*
 - *Work with WEPAN Administration to purchase appropriate plaques for winners*
 - *Work with Conference and Communications Committee to develop and print Awards Program for Awards Ceremony*
 - *Work with WEPAN President to develop script for the ceremony*
 - *Provide award recipient information to and work with WEPAN Administration and Communications Committee on the distribution of the awards press release; A press release is placed on WEPAN's website, and given to the award recipients for distribution by their organization prior to the Annual Conference (in conjunction with the new Board member press release)*
- *Evaluate Conference effectiveness through surveys, including design, dissemination and compilation by Committee members*
- *Invite members to serve on Committee and encourages previous committee members to continue their service to maintain work continuity*
 - *Define subcommittee focus areas such as website content, awards, speaker highlights/profiles, session topics, etc.*
 - *Follow the 2-year plan to formulate strategy and tactics for each annual conference in order to increase attendance year to year and continued WEPAN membership*
 - *Work with Communications and Membership Committees on defining and communicating the benefits of the annual*

conference and its impact on increased membership recruitment/retention, and ongoing engagement with WEPAN

- *Prepare quarterly and annual summary report for the Board*
- *Key FY18/FY19 Initiatives*
 - *Develop 2-year plan*
 - *Solicit and obtain Committee members*
 - *ConECD Conference Inaugural year planning and related details*

3. Finance Committee – Board Liaison: Deborah Trytten, Treasurer

- *In collaboration with WEPAN leadership, manage and report on WEPAN’s finance plan, budget, strategies and key action items related to the 2-year plan to keep WEPAN viable and thriving*
- *Manage WEPAN’s assets by keeping informed of all related accounts, grants and budget performance*
- *Manage WEPAN’s audit and tax return (both to be done annually)*
- *Provide guidance on budget preparation and related revisions*
- *Recommend the investment strategy for Board approval*
- *Support and advise all other active Committees on WEPAN financial condition and any related issues*
- *Invite members to serve on committee and encourage previous committee members to continue their service to maintain work continuity*
 - *Define subcommittee focus areas such as investment, cost containment, cash flow monitoring, etc.*
 - *Follow the 2-year plan to ensure that WEPAN’s revenues and expenses are in order and provides assurance of WEPAN’s financial viability*
 - *Work with other Committees to provide ongoing details related to WEPAN’s financials and their impact on their work*
- *Prepare quarterly and annual summary report for the Board*
- *Key FY18/FY19 Initiatives*
 - *Develop 2-year plan*
 - *FY19 Budget*

4. Leadership Committee – Board Liaison: Teri Reed

- *Committee shall collaborate with Board and WEPAN Leadership to provide guidance to identify, promote and develop leadership within the organization*
- *Assess WEPAN’S future leadership needs and making recommendations for Board action*
- *Identify and recruit qualified candidates for elected and appointed positions on the Board of Directors continuously through WEPAN activities (Conference, Committee work, etc.)*

- *Ensure that the processes for electing and appointing Board members adhere to WEPAN Bylaws and Operating Procedures*
- *Key tasks and responsibilities of the Leadership Committee:*
 - *Announce the nomination process and timeline to the membership, define the open positions and eligibility requirements in collaboration with the WEPAN Membership Office*
 - *Identify and encourage nominations from WEPAN membership*
 - *Request that each nominee supply additional information as requested by the Leadership Committee (such as a personal statement and resume)*
 - *For appointed positions:*
 - a. *Review nominations*
 - b. *Identify top candidates for open positions for Board approval*
 - c. *Invite top candidates to consider Board positions*
 - d. *Continue process until appointed positions are filled*
 - *Assist the WEPAN President and other leaders as needed in conducting new Board member orientation at WEPAN Board meeting or via webinar or teleconference*
 - *Assist WEPAN President as needed in preparing new Board orientation materials and training*
 - *Prepare publicity for website and WEPAN e-newsletter in collaboration with other Committees*
 - *Prepare quarterly and annual summary report for the Board*
- *Key FY18/FY19 Initiatives*
 - *Develop 2-year plan*
 - *Review Bylaws, Policies & Procedures annually*
 - *Define WEPAN's Strategic Vision in collaboration with other Committees and WEPAN leadership*
 - *Guide the creation of the WEPAN newsletter and other relevant new items*

5. Membership Committee – Board Liaison: Lance Perez

- *In recent years, the Membership Committee has been advisory in nature, with some board/past-board members offering assistance with data mining activities. In order to drive membership, both new and renewal, this Committee must work in conjunction with the Leadership, Conference, Communications and others as appropriate to garner incremental revenue through memberships.*
- *Develop a 2-year WEPAN Membership Engagement Plan including:*
 - *Engagement strategy focused on messaging, including*

newsletters, webinars, blogs, face-to-face, etc. Ties to the "elevator pitch" and more specifically to "member benefits"

- *Member contribution strategy focused on how WEPAN members can contribute to WEPAN and its mission*
- *Referral strategy focused on having current members recruit new members; some Committee members should have the ability to follow-up on leads, especially when there is some type of connection already in place*
- *Develop and implement an individually targeted membership recruitment strategy based on targeted audiences such as WIE directors, industry, faculty, etc.*

Professional Programs Sub-Committee – Board Liaison:
Laura Bistrek, Secretary

- *Develop and implement strategies to provide professional development activities for members*
 - *Survey members to assess and define professional development needs and interests*
 - *Recommend content/identify speakers and schedule of WEPAN webinars*
 - *Consult with the Conference Committee to ensure that conference goals are in alignment with overall professional development strategy*
 - *Consult and partner with Knowledge Center Task Force and Membership Committee to provide information on 'latest' research and issues to members*
 - *Develop activities that may include workshops seminars, forums, webinars, training/presentations, discussion groups, and networking events in both face-to-face and virtual formats*
 - *Recommend how WEPAN programs will be executed (through Committee)*
- *In partnership other Committees as noted above, direct the development of membership materials including membership packet, membership brochure, renewal information, and website*
- *Develop initiatives to welcome and involve new WEPAN members*
- *General outreach on various WEPAN activities and benefits to keep engagement optimal*
- *Invite members to serve on Committee and encourage previous contributors to continue their service to maintain work continuity*
 - *Define subcommittee focus areas such as individual membership, institutional membership, membership benefits definition, etc.*
- *Prepare quarterly and annual summary report for the Board*
- *Key FY18/FY19 Initiatives*
 - *Develop 2-year plan*

- Determine what "data sets" would be valuable to WEPAN members; work with other Committees to establish the key membership benefits
- Determine key WEPAN membership benefits

**6. Research/Grant Initiatives & Management – Board Liaisons:
Sonya Smith & Nandika D'Souza**

- This is a newly defined Committee and the Board liaison to WEPAN's Research & Grants Consultant, Gretal Leibnitz.
 - Currently reports and meets regularly with Board President
- Ensure that the TECAID grant, WEPAN's largest and only current grant is managed optimally and final reports and product outcomes can be leveraged to procure another grant, encourage new memberships, and overall drive additional revenue for WEPAN
- Develop a 2-year plan that defines how WEPAN should:
 - Evaluate new grant opportunities for WEPAN, ensuring alignment with WEPAN's strategic plan
 - Evaluate WEPAN's structure for managing future grants
- Task Force within Research/Grant Initiatives & Management Committee:
 - **Women in STEM Knowledge Center**
 - The WSKC is currently an unfunded project of WEPAN's. Born from an NSF grant, the WSKC is an important part of WEPAN's past. A task force is needed to help guide the future of the contents of the WSKC, including determining in what ways WEPAN can leverage the knowledge center brand and how that can be funded.
- Prepare quarterly and annual summary report for the Board
- Key FY18/FY19 Initiatives
 - Develop 2-year plan
 - Solicit and obtain Committee members
 - Develop, share and train leadership on WEPAN's "Elevator Pitch"
 - ConECD Conference support
 - Newsletter and newsworthy content for website and constituents
- Prepare quarterly and annual summary report for the Board
- Key FY18/FY19 Initiatives
 - 2-year strategic plan related to WEPAN's grant

activity

6. Strategic Partnerships, Fundraising & Long-term Development – Board Liaison TBD

- *This is a newly defined Committee and requires collaboration and a concrete 2-year plan. All below are Key FY18/FY19 Initiatives*
 - *Strategic Partnerships are currently handled by a subset of the Board*
 - *Identify board members who can represent WEPAN in invited speaking engagements, service on external committees within societies or organizations that align with WEPAN*
 - *Fundraising & Development*
 - *Lead development of a strategic plan to secure financial resources from sources other than grants, individual membership, institutional membership, and transactional corporate memberships; include a financial goal for FY2018 mission*
 - *Recommend corporate giving strategy*
 - *Continue strategic conversations from FY17 board meetings*
 - *At least a subset of members actively to conducting outreach on behalf of WEPAN, with primary purpose of outreach being to secure additional financial resources*
 - *Encourage board and member giving both individual and institutional*
 - *Identify prospects aligned with WEPAN's mission*
- *Prepare quarterly and annual summary report for the Board*