

ROCHESTER WOMEN'S GIVING CIRCLE

MEMBERSHIP, HOSPITALITY AND TALENT MANAGEMENT COMMITTEE CHARTER

October 1, 2025

Purpose

The Membership, Hospitality and Talent Management Committee is responsible for recruiting, welcoming, and orienting new members; retaining existing members; planning, coordinating, and communicating Giving Circle events; and identifying members' skills and interests for participation in operating committees and other volunteer opportunities with the Giving Circle.

The Committee may have one or more subcommittees to address duties such as event planning or mentoring/orientation.

Meeting Frequency

The Membership, Hospitality and Talent Management Committee will meet at least two times per year, as determined by the Chair(s).

Responsibilities

- Recruiting new members through networking and outreach.
- Following up with guests who attend Giving Circle events, and other potential new members referred by existing members or others, to provide information about the Giving Circle's mission and activities.
- Welcoming new members by reaching out directly after they join, providing a Welcome Letter and New Member Guide, and through other activities such as assigning mentors to Circle Friends and/or introducing new members to current members at events.
- Providing new members with an orientation on the Giving Circle's mission, activities, events, and volunteer opportunities.
- Supporting retention and renewal of current members and maintaining contact with the Treasurer regarding renewal information and, as appropriate, assisting with outreach to members.
- Maintaining a database of the Giving Circle's members, including contact information, background, skill sets, and interests.

- Providing a monthly report to the Executive Committee concerning new members, including backgrounds, skill sets, and interests.
- Providing an annual report to the Executive Committee concerning overall membership statistics.
- Providing other membership-related information as requested by the Executive Committee or a committee chair from time to time—for example, contact information for the Treasurer for annual donation outreach, or information about members whose talents may support committee service or advisory needs.
- Facilitating member participation in Giving Circle committees and officer/committee chair positions by informing members of volunteer opportunities annually and as they arise.
- Planning, coordinating, implementing, hosting, and communicating Giving Circle events.
- When requested by other committees, such as the Education Committee, assisting in the planning and implementation of Giving Circle events.

Chair Qualifications and Responsibilities

The Membership, Hospitality and Talent Management Committee will have a chair, or may have two co-chairs, appointed by the Executive Committee. The chair(s) will be responsible for:

- Recruiting and appointing Committee members, ensuring that the Committee includes members with the skill sets needed to accomplish its goals.
- Scheduling Committee meetings, establishing agendas, facilitating meetings, preparing minutes, and distributing the minutes to Committee members and to the Chair of Knowledge Management.
- Serving as a member of the Executive Committee, maintaining open communication concerning Committee activities, and seeking Executive Committee approval as needed.
- Providing information to the Communications Committee about Committee activities for dissemination to the membership and external community.
- Delegating tasks within the scope of the Committee's responsibilities to committee members (or subcommittees) and confirming completion on a timely basis.

Committee Member Responsibilities

- Attend and participate in committee meetings.
- Work on matters within the scope of the Committee's responsibilities, both during and outside of meetings.
- Assist with membership and talent management responsibilities and/or the planning and implementation of Giving Circle events.
- Attend and actively participate in Giving Circle events.

Decision Making Authority

- The Committee shall have discretion in determining how to fulfill its responsibilities.

- Any new events or major initiatives of the Committee will be reviewed and approved by the Executive Committee prior to implementation.

Committee Charter Amendments

All amendments to this Charter must be approved by the Executive Committee. The Executive Committee will consult with the Committee Chair prior to making amendments.

Effective Date

This Committee Charter was approved by the Executive Committee on October 1st, 2025.