

ROCHESTER WOMEN'S GIVING CIRCLE
EDUCATION COMMITTEE CHARTER

Purpose

The Education Committee's purpose is to create learning opportunities for the membership, and to inform the Giving Circle's work as grantmakers and community leaders by providing programs and materials on issues and topics related to the Giving Circle's mission.

Responsibilities

- Implement an annual plan and calendar of events, activities and initiatives that fulfill the purpose of the Education Committee.
- At least annually, review the plan and update it as appropriate.
- Identify issues and topics that are relevant to the mission of the Giving Circle. This will include collaborating with and soliciting ideas from other committees, and determining the interest of the Giving Circle membership in learning about these issues and topics.
- Create learning opportunities for the membership concerning these issues and topics, including tapping local resources, experts and sharing information relevant to our mission.
- Ensure that speakers, facilitators and vendors of educational programs are informed about member interests and the anticipated focus of their presentations, and that they are provided with the technology and set-up they need for successful implementation.

Chair Qualifications and Responsibilities

The Education Committee will have a chair or two co-chairs, selected by the Leadership Team. 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 the Committee's goals;
- Scheduling Committee meetings, establishing agendas for meetings, facilitating Committee meetings, preparing minutes of meetings, and distributing the minutes to the Committee members;
- Serving as a member of the Leadership Team, maintaining open communication with the Leadership Team concerning proposed educational activities and seeking approval as needed;
- Preparing the Committee's annual plan and overseeing its implementation;
- Submitting the plan to the Leadership Team for its review each year on a schedule to be determined by the Leadership Team;
- Soliciting input from other Committee Chairs concerning potential educational opportunities identified by the other committees;
- Seeking assistance from the Membership, Hospitality and Talent Committee in the planning and execution of events, as appropriate;
- Providing information to the Communications Committee about the Committee's activities for dissemination to the membership and the external community;
- Documenting the Committee's processes, as updated from time to time;

- Evaluating the Committee's processes and its achievement of its responsibilities, and initiating process and system improvements to improve the Committee's effectiveness;
- Providing information to Knowledge Management concerning the Committee's activities or decisions that may be useful to maintain for future reference or to be available to others within the Giving Circle; and
- Delegating tasks within the scope of the Committee's responsibilities to committee members and confirming they are completed on a timely basis.

Committee Member Responsibilities

- Attend and participate in committee meetings.
- Assume responsibility for specific committee responsibilities or tasks, as delegated by the Committee Chair(s).
- At and outside of meetings, work on the matters within the scope of the Committee's responsibilities.
- Attend and actively participate in the Giving Circle's educational events.

Decision Making Authority

- Educational initiatives and events shall be reviewed and approved by the Leadership Team prior to implementation.
- Following approval by the Leadership Team, the Education Committee will have the discretion to plan and implement these initiatives and events in collaboration with the Membership, Hospitality and Talent Management Committee, subject to any parameters placed by the Leadership Team.

Committee Charter Amendments

All amendments to this Charter must be approved by the Leadership Team. The Leadership Team will consult with the Committee Chair(s) prior to making any amendments.

Effective Date

This Committee Charter was approved by the Leadership Team on 11/12/2025__.