



National Association of
Women in Construction

Colorado Springs Chapter 356

Committee Guidelines

Committee Responsibilities

NAWIC

Colorado Springs Chapter 356

1. Send a **committee board report** of any activities that have occurred during the previous month to the chapter president by the Tuesday before the regularly scheduled board meeting. (See board report guidelines attached.)
2. Submit an **annual committee report** to the Recording Secretary a week prior to the August General Membership Meeting. This is a summary of the year's events.
3. Maintain a **committee notebook**. (See committee notebook guidelines attached.)
4. Inform the chapter **President** of all upcoming meetings and events.
5. Maintain communication with the **Regional Representative** for your committee. Regional representatives are available for the following committees:

CAD/Design/Drafting
Block Kids
Build Design
Membership
Construction Profession and Industry
NEF
PR Marketing
WIC Week
Safety

6. Maintain the committee **webpage** by sending current information and photos to the chapter **Web Manager** on a regular basis.
7. Send articles, photos, meeting dates, and other relevant information to the **Centerline Editor** by the 20th of each month for inclusion in the chapter **newsletter**.
8. Submit **press release** information to the chapter **Publicity Chair** 30 days prior to and in a timely manner following a committee event. (See publicity guidelines attached.)
9. Send information about committee events to the chapter **Historian** for inclusion in the chapter **scrapbook**. Examples: photos, newspaper articles, programs, flyers. (See historian guidelines attached.)

Committee Board Report Guidelines

NAWIC

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1. Committee Reports are due the **Tuesday** before the board meeting each month.
2. Send your report via e-mail to the chapter **President**. These will then be forwarded to the other board members to be read before the upcoming board meeting.
3. Committee board reports should contain the following information:
 - a. **Date** of the relevant board meeting.
 - b. Name of the **committee chair**, and members of the committee, if applicable.
 - c. **Action** or business that has occurred in the committee during the previous month – events, committee meetings, fund raising, etc.
 - d. **Proposals** for action or funding requiring approval by the Board of Directors.
4. Maintain a copy of the report for your own records in the **committee notebook**.

Committee Notebook Guidelines

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Items:

Source:

General Documents:

Committee Chair Guidelines

Committee Handbook (where applicable)

Current Membership Roster

officers/directors phone numbers

communication chart

Current copy of the Bylaws and Standing Rules

Chapter calendar of events

Current copy of the Strategic Plan

Publicity guidelines

Historian guidelines

NAWIC office/chapter President

Recording Secretary

Bylaws Chair

board of directors/newsletter

Strategic Plan Chair

Publicity Chair

Historian

Specific Committee Items:

Committee Chair

Committee description and purpose

Annual projected goals/plans

Committee annual budget/expense records

Printout of current committee webpage(s)

Committee history

monthly board reports (due Tuesday before a board meeting)

annual reports (due each August)

committee meeting agendas and minutes

articles published/newsletter articles (history)

Committee Historian Guidelines

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1. Submit event information and materials to the chapter **Historian** within **30** days of the conclusion of the event to keep the scrapbook current and to minimize the likelihood that materials will be misplaced.

Examples: photos, programs, results (where applicable), newspaper/Image articles published

2. Include the **date** of the event and **contact information** in case there are any questions.
3. **Label** pictures with pertinent information. (I.e. names of people in picture, event, etc.)

Committee Publicity Guidelines

NAWIC

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1. Submit a **press release** (in .doc format) to the chapter Publicity Chair **30** days prior to an event, and/or immediately following an event so it can be distributed to local media. (See sample press release below.)
2. Submit relevant photos or other materials (in .jpg format) to accompany the press release. Label materials with names of individuals or event.

SAMPLE PRESS RELEASE

(Use NAWIC Chapter 356 letterhead)

NEWS RELEASE

April 2004

THE NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION'S SEVENTH ANNUAL WOMEN IN CONSTRUCTION WEEK

Women in Construction Week promotes and recognizes women in construction and brings hope and light into local communities.

FORT WORTH, TX - In March, The National Association of Women in Construction (NAWIC) sponsored its seventh annual Women in Construction (WIC) Week. The week was successful with more than 120 chapters across the U.S. participating in activities to promote women in the construction industry.

In the Spokane, Wash., Chapter, more than 50 children - at the Express Kids after-school program - built model playgrounds, were served snacks and received "goody bags" from chapter members containing books, crayons, toothbrushes, toothpaste and gift cards. In the Kalamazoo/Battle Creek, Mich., Chapter, Girl Scout troops built model homes. Members of the Ventura-Oxnard, Calif. Chapter worked on a project with Habitat for Humanity. Since not all of the participants were tradeswomen or laborers, this project provided them an opportunity to dig, hammer, paint and break a sweat. The women chose to work on this particular project not only because it's a great cause, but also because of its relation to the industry in which they work.

The seventh annual Women in Construction Week was the most successful to date, with participation up 20 percent from last year. Activities in other parts of the country included several other community service projects, home improvement workshops and various other events. Houses were constructed for the needy, women were taught how to handle power tools with safety and ease, and children were introduced to the many possibilities the construction industry offers. Several local and state proclamations were also made. As a result of NAWIC's efforts, communities throughout the country were greatly impacted by WIC Week events.

Founded in Fort Worth, Texas, in 1955, NAWIC is an international association serving approximately 6,000 members in nearly 200 chapters in the U.S. and Canada. To learn more about NAWIC and its impact in the industry, contact Marketing Communications Director Kara Roberson at (817) 877-5551. NAWIC's Core Purpose is "To enhance the success of women in the construction industry."

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October 2, 2008