



The Woman Within Central USA Board is seeking a Director of Community Affairs & Circle Liaison

Maintain a contact list (phone numbers and email addresses) of community representatives for as many local communities as can be identified. Regularly update the contact list with the Board Communications Director for keeping the website information current. Prepare report for subsequent board meetings after communications with each group of community reps

Community Affairs

- Contact the community reps regularly – monthly, bi-monthly, quarterly, etc. – via Zoom call or email. Use the opportunity to get updates on activities happening in the local communities and identify best practices for fundraising and/or mentoring, if happening, and if they might be having struggles/challenges.
- Mentoring Program: Using materials on hand, work with interested local communities on developing a mentoring program for their local area when new women join the community.

Circle Liaison

- Contact the circle liaisons regularly – monthly, bi-monthly, quarterly, etc. – via Zoom call or email to get updates on number of open/closed circles, struggles/challenges, circle trainings, etc.
- Act as the Circle contact for Woman Within International (WWI). As community women move from one region to another, serve as the conduit to help them connect with the circle contact for their new region to help find in-person/online/open circles for connection.
- Help any community woman begin an online circle with protocol, materials, etc. from the materials provided by Judy Rudin (WWI) through the WW Engagement Volunteer Facebook group (join this GREAT group!).

For each group of local contact reps, prepare a list of appropriate questions. This is especially helpful when the communication is via email but having a list of standard questions helps the Zoom call stay on track and get done quickly.

If you are interested in applying or hearing more for this position, email:
secretary.womanwithin.centralusa@gmail.com