



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

### **Community Affairs & Circle Liaison**

- Maintain a contact list (phone #s & 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 a Zoom call or email to get updates on activities happening in the local communities and to find out about 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 a Zoom call or email to get updates on # of open/closed circles, struggles/challenges, circle trainings, etc.
- As the Circle contact for WWI, as community women move from one region to another, serve as the conduit to help them get connected to 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.