

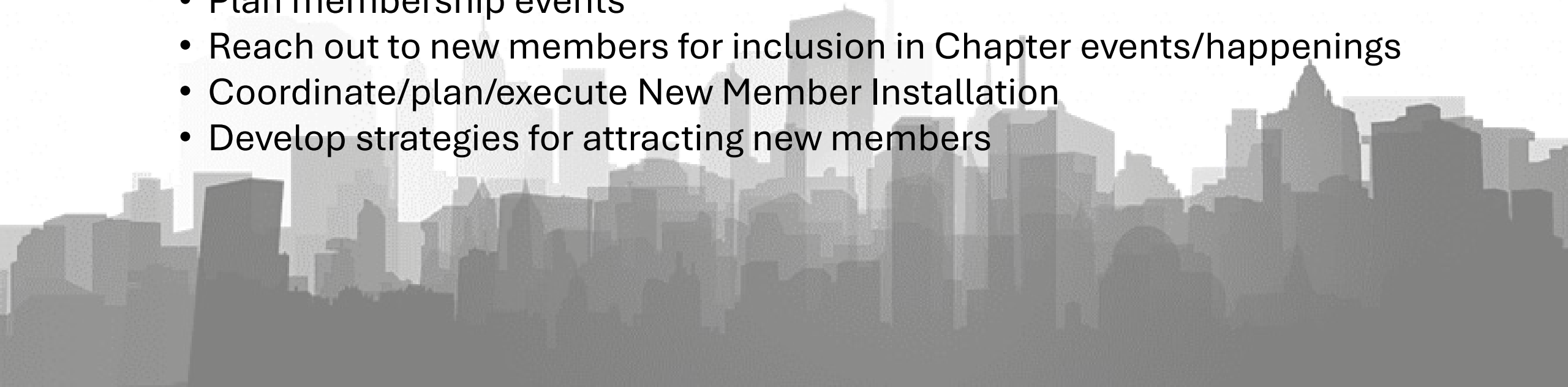
Committee Round-Up

November 2025



Membership Committee

- Chair/Co-Chair
- Members
- Operates/functions year-round
- Work to support the chapter membership
 - Birthday, NAWIC anniversary, life event recognitions
 - Plan membership events
 - Reach out to new members for inclusion in Chapter events/happenings
 - Coordinate/plan/execute New Member Installation
 - Develop strategies for attracting new members



WIC Week Committee (first week of March annually)

- Chair/Co-Chair
- Members
- Operates/functions from about December through March
- Plan and Coordinate WIC Week Events
 - Promotion of WIC Week should begin in December
 - Coordination with other industry organizations encouraged (i.e. joint events – we do one with ABC at a minimum)
 - Events of some sort should be planned for every day of WIC Week (networking, job site tours, professional development/education, etc.)
 - Promotion of WIC Week on all platforms (and any new ones possible)
- Possible first 2026 promotion via the Poquoson Christmas Parade

Golf Tournament Committee

- Chair/Co-Chair needed
- Members needed
- Operates/functions from about June through October
- Plan and Coordinate Top Golf Tournament
 - Contract with Top Golf should be negotiated in June
 - Promotion of Tournament should begin by July
 - Communicate with prior sponsors and potential new sponsors
 - Stay connected with Top Golf leading up to tournament
 - Produce graphics, signs, and promotional materials
 - Procure decorations
 - Get volunteers with day-of assistance
 - Coordinate with Treasurer for payment deposits and cash required day-of
 - Coordinate on-site day-of
 - Send “thank you” email to all sponsors and participants
 - Present results of tournament to Board

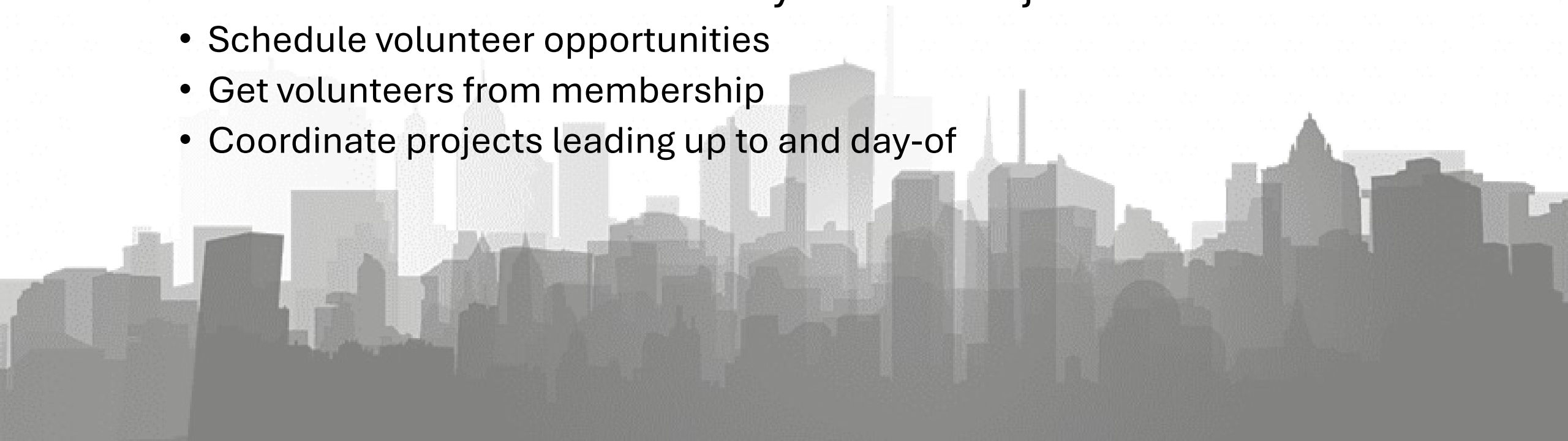
Marketing/Website Committee

- Chair/Co-Chair
- Members
- Operates/functions year-round
- Create and disseminate chapter promotional materials
 - Produce event flyers, chapter materials
 - Share across social media platforms and website



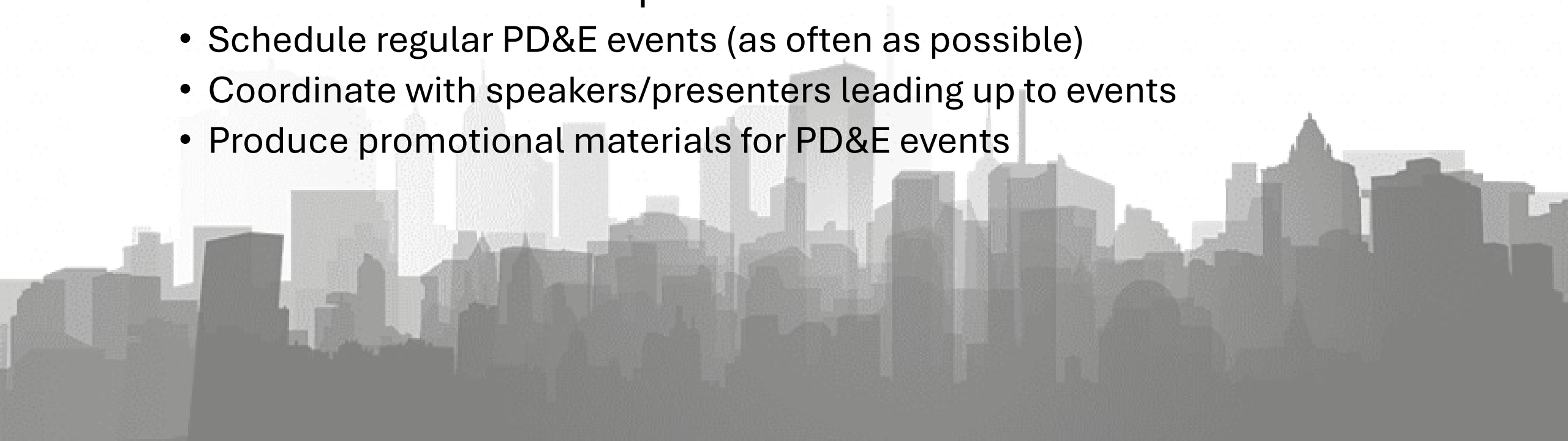
Civic Committee

- Chair/Co-Chair needed
- Members needed
- Operates/functions year-round
- Plan and Coordinate Community Service Projects
 - Schedule volunteer opportunities
 - Get volunteers from membership
 - Coordinate projects leading up to and day-of



PD&E Committee

- Chair/Co-Chair
- Members
- Operates/functions year-round
- Plan Professional Development & Education Events
 - Schedule regular PD&E events (as often as possible)
 - Coordinate with speakers/presenters leading up to events
 - Produce promotional materials for PD&E events



Conference Planning Committee

- Chair/Co-Chair
- Members needed
- Operates/functions approximately now through Spring Forum 2027 (mid-April to early May – TBD)
- Plan Spring Forum in Hampton Roads (shooting for downtown Norfolk)
 - Procure sponsors (local definitely, beyond if possible) starting ASAP
 - Arrange speakers/presenters/classes/keynotes/sites tours/etc.
 - Communicate with conference location/hotel
 - Devise a theme and create spaces/decorations/etc. to match
 - Arrange gifts to be handed out to attendees at registration
 - Assist with producing promotional materials
 - Additional items TBD