

Foundation Committee Responsibilities

The Virginia BPW FoundationSM Board of Trustees relies on committees to assist with the work of the Foundation. These committees are a major part of the Foundation and publicize the programs and projects of the Foundation, maintain the Foundation's website, select the scholarship, fellowship and grant recipients, fundraise for the Foundation and hold events to highlight the accomplishments of the Women of Virginia Historic TrailSM honorees.

Career Advancement Scholarship Subcommittee

The Career Advancement Scholarship Subcommittee administers the established post-secondary scholarships established by the Trustees, currently the Buena M. Chesshir Memorial Women's Educational Scholarship, the Women in Science and Technology Scholarship and the Karen B. Lewis Career Education Scholarship. The subcommittee ensures that at least one of each scholarship is awarded each year, if funds are available, and recommends the name(s) of recipient(s) and the amount of the award(s) to the Board of Trustees.

Responsibilities of the Career Advancement Scholarship Chair are to:

- Promote the scholarships by advertising it in *Federation Notes* (the official publication of BPW/VA) and on the Virginia BPW Foundation website;
- Ensure the current application form is available on the Virginia BPW Foundation website;
- Provide a written status report to the Board of Trustees liaison no later than one week before each Board of Trustees meeting;
- Collect all completed applications and distribute them to committee members for judging;
- Ensure that at least one scholarship for each of the scholarships under the Career Advancement Scholarship is awarded if funds are available and authorized;
- Submit a written report with the name(s), home address, school to be attended, and amount of award of the recommended recipient(s) and alternate(s) in priority order to the Trustee liaison no later than one week before the scheduled announcement of the recipients;
- Inform committee members of the U. S. Department of Health and Human Services (HHS) Federal Poverty Guidelines for the scholarship award year, which can serve as an indicator for determining need;
- Announce the recipient(s) at an appropriate public event; and
- Submit an annual written committee report to the Chair of the Foundation.

Development Committee

The chairs of the public relations and the internet subcommittees serve as ex-officio members of the committee.

The duties of the Development Committee are to:

- Establish a development plan for Board approval that incorporates a series of appropriate vehicles, such as grant requests, direct mail, special events, etc.;
- Review and monitor the approved development plan to determine achievement towards targets and recommend adjustments, as well as report to the Board any concerns or opportunities;
- Raise funds and assist where needed in grant solicitations;
- Monitor development activities to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective;
- Assist the Board in the solicitation of gifts and grants from individuals, corporations and other foundations;
- Develop a program to publicize the projects, including scholarships, grants and fellowships, and activities of the Foundation within its objectives;
- Interpret public relations program through every communications channel, direct press, radio and television services of the Virginia BPW Foundation;
- Encourage wider use of these media and to broaden the Virginia BPW Foundation's public contacts; and,
- Manage the Virginia BPW Foundation website.

Internet Subcommittee

The Internet subcommittee provides updates and changes to the website to the contractor responsible for hosting and maintaining the website.

Responsibilities of the Internet Subcommittee Chair are to:

- Provide updates and changes to the website received from the Board of Trustees liaison to the contractor responsible for maintaining the website;
- Review website to ensure that updates and changes are done correctly;
- Review website periodically to make sure it is current; and
- Report any problems with website promptly to the contractor.

Nettie Tucker Yowell Scholarship Subcommittee

The Nettie Tucker Yowell Scholarship Subcommittee promotes the advancement or furtherance of higher education; ensures that at least one scholarship is awarded each year; and recommends recipient(s) and the amount of the award(s) to the Board of Trustees.

Responsibilities of the Nettie Tucker Yowell Scholarship Chair are to:

- Promote the scholarship by advertising it in *Federation Notes* (the official publication of BPW/VA) and on the Virginia BPW Foundation website;
- Ensure the current application form is available on the Virginia BPW Foundation website and that local high school counselors know that the application form is available only from the website;
- Provide a written status report to the Board of Trustees liaison no later than one week before each Board of Trustees meeting;
- Collect all completed applications and distribute them to committee members for judging;
- Ensure that at least one scholarship is awarded if funds are available and authorized;
- Submit a written report with the name(s), home address, school to be attended, and amount of award of the recommended recipient(s) and alternate(s) in priority order to the Trustee liaison no later than one week before the scheduled announcement of the recipients;
- Announce the recipient(s) at an appropriate public event; and
- Submit an annual written committee report to the Chair of the Foundation.

Public Relations Subcommittee (PR)

The Public Relations Subcommittee develops a program to publicize the projects, including scholarships, grants and fellowships, and activities of the Foundation within its objectives. The committee interprets this program through communications channels, including the press, radio and television, encourages wider use of these media, and broadens the Virginia BPW Foundation's public contacts.

Responsibilities of the Public Relations Subcommittee chair are to:

- Develop and direct media services for Virginia BPW Foundation;
- Communicate Virginia BPW Foundation programs and scholarships through available communications media;
- Work with the trustees and the Virginia BPW Foundation committee chairs to promote scholarships, grants, fellowships and Foundation projects in appropriate promotional means;
- Develop and distribute press release(s) statewide to the appropriate media outlets regarding the scholarships announced annually; and communicate Foundation accomplishments and activity highlights. Ensure assistance from appropriate individuals as needed;
- Oversee the services of any public relations firm engaged by the Virginia BPW Foundation; and
- Submit an annual written committee report to the Chair of the Foundation.

Research and Education Committee

The chairs of the scholarship, grant and fellowship subcommittees shall serve as ex-officio members of the committee.

The duties of the Research and Education Committee are to:

- Monitor and assess existing research and education programs;
- Oversee new program development;
- Initiate and guide program evaluations; and

- Facilitate discussions about research and education program priorities.

Women of Virginia Historic TrailSM Committee

The Women of Virginia Historic Trail Committee ensures that all honorees are appropriately recognized, recommends additional honorees as appropriate, and publicizes the Trail throughout the Commonwealth of Virginia.

Responsibilities of the Women of Virginia Historic Trail Committee Chair are to:

- Promote the Trail by advertising it in *Federation Notes* (the official publication of BPW/VA) and on the Virginia BPW Foundation website and by encouraging BPW local organizations to promote it to their members;
- Work with external organizations that could also promote the Trail;
- Work with the Public Relations Chair to inform the public about the Trail;
- Ensure that all Trail honorees are recognized with a commemorative induction event and a plaque (if possible), working with BPW/VA local organizations close to the site of recognition;
- Maintain a list of the Trail honorees, events held, locations of plaques installed and other pertinent information;
- Publicize all commemorative induction events throughout BPW/VA and with the assistance of the Public Relations Chair to the general public;
- After all the initial honorees have had induction events, oversee the selection of a second group of honorees; as part of this process, obtain a grant to determine an additional group of honorees, establish a selection committee consisting of individuals with appropriate expertise, advertise the second selection round, and collect recommendations from BPW/VA members and others to provide to the selection committee;
- Provide periodic status reports on the above activities to the Board of Trustees liaison; and
- Identify the funds necessary to support the above activities and submit this funds request, along with written justification, to the Board of Trustees liaison for presentation to the Board.