



Committee Roles and Responsibilities

(Revised March 2018)

Membership Intake Committee – This committee is responsible for developing and executing the member intake process, from receipt of application through the member agreement signing. The committee works closely with the LOWLINC coordinator to ensure the member enrollment process runs smoothly.

- Receives application from LOWLINC coordinator
- Schedules and carries out the interview of the new member applicant(s).
- Ensures there is a sufficient number of interviewers and that interviewers are trained in the interview process.
- Forwards application and interview to Board for voting.
- Coordinator and Committee chair visit new member/s, obtain signature/s on agreement.
- Welcomes new member(s), including providing welcome packet.

Member Outreach Committee – This committee is responsible for developing member enrollment and retention strategies. The Committee supports the Board’s annual member growth goals by developing and conducting member promotion drives and other programs to attract members and recommends programs to enhance the member experience and ensure members are benefitting from their membership.

- Develops and implements strategies to promote membership. Coordinates implementation with the Communications Committee.
- Works with Social Activities Committee to conduct activities designed to retain members.
- Works with the Board to develop and conduct an annual member satisfaction survey.
- Organizes two member meetings each year to ensure members are kept up to date on LOWLINC operations and financial status.
- Develops new member programs.
- Welcomes new members.

Fundraising Committee - This committee is responsible for supporting the Board of Directors in all aspects of fundraising.

- Develops and implements an annual fundraising plan.
- Identifies and solicits funds from external sources of support (e.g., grants).
- Works with Board to cultivate and engage donors.
- Takes lead in conducting special fundraising events.
- Involves Board members in fundraising.

Communications Committee – This committee is responsible for developing communications and public relations strategies to keep the LOW community, LOWLINC members, volunteers, donors, and supporters about LOWLINC

- Publicity, PR and Media - Develops a PR and marketing plan that generates publicity for LOWLINC; supports fundraising, membership and volunteer recruitment; and keeps stakeholders informed about LOWLINC.
- Outreach – conducts outreach to other organizations and community and neighborhood groups.
- Technology: oversees LOWLINC website and efforts to maximize LOWLINC presence in social media.
- Newsletter –Publishes a quarterly LOWLINC newsletter for members, volunteers, donors and other stakeholders. Oversees editorial content and assists newsletter editor with production and distribution.
- Produces content for TV18 on issues of interest to older residents.

Social Activities Committee – This committee develops social, educational and cultural programs for members and associates (including volunteers). Its programs engage members, promote sociability and build the LOWLINC community

- Develops, plans, promotes and conducts programs.
- Encourages members and volunteers to initiate activities and provides assistance to them.
- Works with the fundraising committee on special fundraising events.
- Assists the Member Outreach Committee to develop and solicit new programs for members.

Volunteers Committee – This committee is responsible for the recruitment, training and assignments of volunteers. This committee recruits volunteers to service LOWLINC members and to serve on LOWLINC committees.

- Develops and implements recruitment strategies.
- Identifies volunteers and helps them find appropriate areas of service.
- Develops and implements programs that advance volunteers' skills.
- Responds to committee requests for volunteers.
- Develops a volunteer recognition program.
- Works with the Board to conduct an annual volunteer satisfaction evaluation program.

Preferred Service Providers Committee – This committee is responsible for developing LOWLINC's list of recommended service providers

- Develops a vetting process and then implements that process.
- Solicits recommendations from volunteers, members and the Board.
- Develops an evaluation tool for evaluating providers used by members and volunteers.