



**Charleston Women in
International Trade**
P.O. Box 20145
Charleston, S.C. 29413 USA
www.cwitsc.org

Subject: Volunteer Opportunities

Dear Friend of CWIT:

A great way to utilize your membership for CWIT is to become active in one of CWIT's many committees and programs by volunteering for that which interests you. Below are descriptions and email addresses for the committees and programs with volunteering opportunities. You don't have to volunteer to head up the committee; CWIT also needs volunteers to assist on each committee! To become involved, simply send an email to the committee or program of interest, or e-mail info@cwitsc.org. Thank you in advance for your service.

1. Annual Banquet Committee – CWIT's annual meeting, a banquet and awards ceremony – Coordinates the event and oversees décor and catering arrangements (annualbanquet@cwitsc.org)
2. Annual Event Committee – CWIT's primary fundraiser, a party and live and silent auction – Solicits donations, manages bid processes, and coordinates décor and catering arrangements. (annualevent@cwitsc.org)
3. Arrangements Committee – Negotiates facility contracts and oversees meeting arrangements. (arrangements@cwitsc.org)
4. Awards Committee – Administers nominations and scholarship application processes and selects criteria for scholarship recipients and woman of the year award. (awards@cwitsc.org)
5. Bylaws Committee - Responsible for maintenance and presentation to membership of By-Laws that govern the operations of CWIT. (vicechair@cwitsc.org)
6. Communication Committee – Administers CWIT's Constant Contact and Pay Pal accounts, monitors and reports on event registration, and disseminates event promotional materials and meeting notices. (communications@cwitsc.org)
7. Finance Committee – Receives payment at event check-in and reports on attendance. (treasurer@cwitsc.org)
8. Fundraising Committee - Solicits and reports on sponsorship for scholarships, programs, and events, and coordinates sponsor event attendance. (fundraising@cwitsc.org)
9. Historian Committee – Documents in pictures CWIT events and meetings, sends cards to members in need. (historian@cwitsc.org)
10. Membership Committee – Coordinates member networking events and promotes and reports on membership. (membership@cwitsc.org)
11. Mentoring Program - Solicits willing participants to participate in mentoring program partnership with the College of Charleston. (pastchair@cwitsc.org)
12. Program Committee – Oversees topic development, books speakers, delivers speaker bios, coordinates AV needs and speaker gifts. (program@cwitsc.org)
13. Publicity Committee - Manages CWIT publicity, engages in media outreach and administers CWIT social networking on FaceBook. (publicity@cwitsc.org)

Thank you for your investment in CWIT! If you have any questions, please do not hesitate to email CWIT's membership chair at membership@cwitsc.org. We sincerely appreciate your interest to serve.

Best regards,
CWIT Board of Directors
board@cwitsc.org