

2023 WOW Committees

Committee	Responsibilities	Committee Members
Donations	Solicit donations from current WOW membership and prior year donations	All board members; decision committee to be determined closer to the banquet
Decision Committee	Research sponsorship level benefits and present to the WOW Board for approval; decide what placement donated items are to be within (live auction/silent auction/raffle/game) at Annual Banquet;	Ryan, Laurie, Chad, Roxanne, Steve B.
Legislative	Attend Interagency meetings & any events concerning legislation in Madison, Washington D.C.; inform board of issues	Greg F., Laurie, Ryan, Scott, Roxanne
Newsletter	Responsible for content and layout of newsletter; solicit/coordinate paid ads	Laurie, Adm. Asst.
Ad Solicitors	Responsible for finding potential advertisers	Chad for Newsletter; Dan for Auction Book
Other Tasks	Responsibilities	Who
Annual Banquet	Plan & publicize details; handle registrations & booth reservations; coordinate with venue; reserve rooms & assist with travel arrangements for speakers; enter donations into database; create auction book; post updates on website; etc. After the banquet, send out thank you letters & donor ledgers, bill for any outstanding payments, work with Treasurer to reconcile banquet financials.	Adm. Asst.
Banquet	Creates agenda and makes sure all duties of the banquet are being filled	Laurie, Carol, Marsha
Games Committee	Documents who wins/purchases semen or prizes at auction	Carol, Ryan, Roxanne, Chad J.
Cervid Farming Handbook	Prepare & distribute yearly updates; maintain updated files for reprinting of whole handbooks	Adm. Asst.
Summer Picnic	Find a host; coordinate with host as needed in planning; publicize details	All board members; Adm. Asst.
Website	Keep information updated, post announcements as needed, assist membership with website or classifieds	Adm. Asst.
Membership	Keep membership database current; send out dues reminders & receipts; create bi-annual paper directory; maintain online directory	Adm. Asst.
Meeting Agendas	Set contents and schedule of membership meetings	All board members
Meeting Setup/Teardown	Set up live auction, silent auction, raffle, registration, merchandise tables and decorations	All board members
Meeting Speakers	Decide who will speak at meetings,	All board members
Recognition	Prepare a list of people to be recognized at the annual banquet, order plaques as needed, present plaques/awards at the annual banquet	WOW President (order & present plaques), all board members (give names of those to be recognized to the Adm. Asst.)

last updated 6/7/2023