

2025 WOW Committees

| Committee | Responsibilities | Committee Members |
|--------------------------------|--|--|
| Donations | Solicit donations from current WOW membership and prior year donations | All board members |
| Decision Committee | Decide what placement donated items are to be within (live auction/silent auction/raffle/game) at Annual Banquet; | Ryan, Chad, Roxanne |
| Legislative | Attend Interagency meetings & any events concerning legislation in Madison, Washington D.C.; inform board of issues | Greg F., 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; All board members for Auction Book |
| Sponsorship Committee | Responsible for creating services or products for sponsorship and sponsorship level benefits and presenting to the WOW Board for approval | Brad, Cade, Roxanne and Marsha |
| 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 | Carol, Roxanne, Adm. Asst. |
| 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 (suggest names to award to the Adm. Asst.) |
| Ethics Committee | The Ethics Committee is in place to address ethical issues that arise. Objective is to provide sound decision-making that respects member values and concerns. | Ryan, Chad J., Scott |
| Auditing Committee | Audit the WOW Treasurer's records made through the year - normally at the WOW Banquet & Fundraiser. | Roxanne, Chad J., Cade |

(Revised 8/4/25)