

## Community Outreach Committee

### **Duties and Responsibilities:**

The Community Outreach Committee is responsible for maintaining and enriching relationships with BIIN's partners: many of our currently "active" partners are local faith-based organizations, but historically these have included healthcare providers or civic organizations. Partners commit to supporting BIIN's mission in various ways: some make financial donations, others make donations in kind, and many collaborate in providing services, advocacy, recruiting volunteers, etc. The Outreach Committee works to ensure frequent and effective communication with established partners, to recruit new partners and allies, and in this way, to strengthen support for BIIN's work in the wider community.

### **Activities include:**

- Work (with other members of the Committee) to familiarize yourself with the range and involvement of various community partners in BIIN's history, with particular attention to patterns of support and involvement on the part of specific partners in the past few years.
- Review current strategies for building meaningful relationships with specific community partners, and determine effectiveness and potential for continuation or enhancement.
- Identify ways to strengthen relationships with new or existing partners, and with committee members follow through in implementing those strategies.
- Coordinate and attend outreach activities such as attending services, classes, gatherings or events to share information about BIIN's programs and services, meeting one on one with representatives of partner organizations, or attending open houses or community events sponsored by partner organizations. Seek opportunities to learn about partners' priorities and initiatives as well as to share information about BIIN's work.
- Help to update BIIN's records of names and contact information for designated representatives within various partner organizations.
- Actively participate in Outreach Committee meetings as planned, and take responsibility for your part of the committee work plan.
- Attend at least 9 of 11 yearly Board meetings and participate in projects that help the Board achieve its mission.

**Qualifications:**

- Good communication skills; both oral and in writing.
- Willingness to create and maintain relationships with organizations and people in the community, through phone, email and in-person contacts.
- Familiarity with BIIN's budget, fundraising and volunteer needs, and willingness to work with members of the board and staff to fully understand current trends and needs.
- Capacity to work with others in generating creative ideas about how to connect with, educate and reach other organizations in the community.
- Ability to respond on time and appropriately, to uphold commitments, share responsibilities and attend regularly scheduled meetings as well as occasional appointments with representatives of other organizations.

**Time Commitment:** Committee members spend approximately 3 - 4 hours a month working on job duties.