Committee Description: Partner Liaison

Committee Overview: The Partner Liaison Committee exists to …

Reporting Requirements:

- Updates to BOD for monthly calls and quarterly in-person meetings.
- Communication on budgets, and actual spend with Finance Committee.
- Report out to membership at Annual Meeting.
- Publication of Annual Report.

Meeting Cadence: The committee at large meets once every month. The Committee may meet more frequently during the budgeting cycle and at year end. Most meetings are held via conference call / webinar.

Committee Responsibilities:

1) Connect with Partner's lead contact upon invoice payment.
2) Review WISE benefits for Partners and ensure Partner members will/have received information on their WISE membership. Offer to assist as needed.
3) Follow-up on an ongoing basis with Partner lead; frequency based on Partner level.
4) Confirm knowledge of WISE events and member participation
5) Seek feedback on satisfaction with WISE partnership and identify needs for further support
6) Facilitate annual review with Partner's senior management (Diamond, Platinum, Gold)
7) Annual Partner letter re-fresh (details on Partner integration process)
8) Partner Forum – collaborate with Talent Development Committee
9) Manage DiversityInc. agreement & relationship

Committee Description: Partner Liaison

Key Roles and Responsibilities:

Position	Time / Travel Requirements
Committee Chair	• Weekly meeting with outside bookkeeping firm. • Availability for ad hoc calls • 4-8 hours per month for reviewing financials • 8-12 hours per month during budgeting cycle (Sept) and year-end document preparation (Jan)
1st Vice Chair	
2nd Vice Chair	
Member	