

## **CBIA Professional Women in Building (PWB) Committee Descriptions**

**Communications Committee** Facilitates the internal and external communications announcing and advertising the council's programs and industry efforts by creating and distributing content through email blasts, social media posts and contributions to industry publications. The Communications Committee is responsible for updating and organizing the CBIA PWB webpage and social media pages, and distributing the chapter-wide Quarterly newsletter.

**Educational Outreach Committee** Generates awareness of the positive role the homebuilding industry plays in improving our environment, creating jobs, and building our communities, while inspiring a new generation to become leaders within our industry. The Educational Outreach Committee is responsible for determining scholarship recipient eligibility, soliciting scholarship dollars, and managing and distributing scholarship funds during council events.

**Legislative Committee** Helps Council promote Political Advocacy and supports the CBIA legislative agenda wherever possible. Coordinates Legislative Day at the Capitol. Works closely with CBIA to determine which state legislative measures CBIA needs the council's support. CBIA provides the necessary materials and communications for the council to distribute and promote. Interested council members are welcome and encouraged to assist this committee in supporting the statewide legislative activities and awareness promoted by CBIA. This committee works hand in hand with the CBIA Liaison.

**Membership Committee** Develops and supports programs and recruitment strategies to stimulate membership growth and retention and provides suggestions for improvement. The Membership Committee ensures members are invoiced in a timely manner and that reports and dues are sent to NAHB (national) PWB each month with the help of CBIA. This committee also monitors monthly membership reports received from NAHB and reviews records for accuracy.

**Programs Committee** Determines council event topics and themes, coordinates guest speakers, and organizes programs for member meetings, seminars, and other events. The Programs Committee is responsible for implementing the logistics and all planning-related aspects of the CBIA PWB Bruncheon at PCBC (Pacific Coast Builders Conference) each June, the Little Black Dress and Tie Social in October, and brainstorming new events to promote the council's activities and goals.

**Sponsorship Committee** Coordinates the solicitation of sponsorships for the council and its activities, including the annual Strategic Board Planning Session, the PCBC Bruncheon, and the Little Black Dress and Tie Social and scholarship Awards. The Sponsorship Committee is the point of contact for all council sponsorship and fundraising activities, organizes and allocates sponsorship dollars and donations and reports such activity to the council Treasurer, and communicates all pertinent announcements and materials related to sponsorship.