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Description automatically generated**

These are the committees that make up our Board of Directors. Volunteers can focus specifically on one committee or can work on a variety of projects that span committees.

The **Internal Operations** committee is responsible for Board management and oversight, as well as all internal and operational issues coming before the board (with the exception of those under the scope of the Finance Committee). Internal and operational issues include issues related to personnel, programs, and facilities.

The **External Relations** Committee (the “Committee”) focuses on all external issues, including fundraising, public relations and outreach, publications (such as the annual report) and marketing. The Committee cooperates with the full Board, other committees, and staff, to help ensure organizational sustainability through fundraising, strategic partnerships, volunteer recruitment, and effective communication to stakeholders.

Chaired by the Board Treasurer, the **Finance** Committee is a Board Committee that facilitates the board’s responsibility of strong fiscal oversight and management.

**Volunteers - Types of Skills/Tasks Needed**

**Technical Writer**

* Collect exemplars of similar documents, write or update policy drafts
* Create content for website/news updates/press releases/social media
* Help write proposals
* Write procedure documentation

**Editor**

* Review existing material
* Make suggestions for clarity and brevity
* Summarize proposed changes, preparing material for Board review

**Community Organizer**

* Make connections with DC groups; find groups who could benefit from our services, who offer symbiotic services, and/or who authentically represent the area
* Bring people together, generate interest in the mission of TRUE, and open doors for TRUE to provide services
* Gather feedback, build dialogue/trust, share learnings/lived experiences with the Board
* Collect contacts for CRM

**Professional Services**

We are always in need of folks with special skills; legal experience, CPAs and graphic designers.

**Government Liaison**

* Build bridges with local schools, school districts, related professional associations
* Establish contacts at Medicare and other potential funding agencies
* Identify sources of partnership, how to get help from various agencies, good/authoritative sources of information

**Ambassador**

* Find ways to spread the mission of TRUE
* Give presentations
* Develop training materials for introducing folks to TRUE
* Collect contacts for CRM

**Research Associate**

* Research any number of topics and present findings
* Comb authoritative sources of information, find BOF orgs, develop relevant sources of information
* Gather and summarize data, both internal and external

**Fundraiser**

* Identify untapped philanthropic sources and generate giving opportunities
* Be a peer-to-peer fundraiser!