



## Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 800

Policy Name: Public Outreach Subcommittee Policy

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### **PURPOSE**

This policy describes the duties of the Public Outreach subcommittee. This policy is intended to provide guidance and expectations of the Public Outreach subcommittee.

### **SCOPE**

This policy applies to members on the Public Outreach subcommittee.

### **POLICY**

The Public Outreach subcommittee will be responsible to:

- Build partnerships within the community.
- Sponsor professional clothing and toiletry drives, along with other various collections throughout the year including organizing, collecting, and coordinating drop-off of donations.
- Collaborate with local organizations to influence positive change on the citizens of Washington.
- Promote awareness of the needs and opportunities to help women in state government and our community.
- Support all the other subcommittees in hosting their events, including the Conference subcommittee's annual leadership conference.
- Maintain promotional material, maintain inventory of items, and make recommendations when items are needed.
- Highlight events, non-profits, and personal and professional development opportunities using social media, website, and LISTSERV.
- Coordinate and promote professional clothing and toiletry drives, along with other various collections statewide.
- Reserve and staff a table at public events to promote ICSEW.
- Identify local non-profits with volunteer opportunities that support the mission of ICSEW.

### **RELEVANT LAWS/RESOURCES**

Executive Order 16-04

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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