

New York Women in Communications Foundation Student Affairs Committee

Overview:

The New York Women in Communications Foundation Student Affairs Committee focuses on providing educational and career development programming and industry networking to college students and young professionals. The Student Affairs Committee is funded by, and reports to, the New York Women in Communications Foundation Board, which is the leadership of the 501c3 non-profit, or charity arm, of the organization. The Foundation's mission is to cultivate leaders in communications through financial support, professional development, mentoring and networking.

Student Affairs Committee programs range from intimate behind-the-scenes tours of media outlets to a major annual Career Conference that attracts more than 200 students from across the country. Committee members have critical roles in the planning, organization and execution of these events.

Committee members also produce and distribute a quarterly newsletter called *nywiciNEXT* and a *nywiciNEXT* blog, both of which are targeted toward students and young professionals. In addition, committee members are actively involved in New York Women in Communications Foundation's mentoring program for students and young professionals, and the selection of New York Women in Communications Foundation's Scholarship recipients, who are formally presented to the organization each year at the Matrix Awards luncheon.

Leadership:

The Committee is co-chaired by New York Women in Communications Vice Presidents, Megan Hess and Julie Hochheiser Ilkovich. Megan and Julie serve on both the New York Women in Communications Board of Directors and the New York Women in Communications Foundation Board. The Student Affairs co-chairs are the only positions in the organization to serve on both boards. The positions were structured this way so that the Student Affairs' initiatives would help the Foundation to fulfill its mission while also serving the greater good of the organization. The biographies of the members of the Boards can be found on the web site, www.nywici.org/about/board-directors.

Several members of the Student Affairs Committee serve in director positions on the committee, these positions are as follows:

Secretary – Brooke Sassman

Editor-in-Chief *nywiciNEXT* – TBD (will report to Megan and Julie)

The Role of Committee Members:

The Student Affairs Committee has a very important role within the organization. Our overall objective is to educate and develop life-long relationships with the next generation of communications professionals. Approximately 20 percent of the organizations members are students. Student Affairs is, in essence, a microcosm of the New York Women in Communications organization, one that is dedicated to nurturing our industry's future leaders. We host major conferences and events, have our own newsletter and blog, hold fundraising events, recruit student members and much more.

Our committee's role cannot be fulfilled without active, engaged and dedicated members who are passionate about New York Women in Communications. No slackers allowed! We seek committee members who will roll up their sleeves, pick up the phone, sit down at the computer – do whatever it takes to get the job done – while showing the utmost professionalism and exercising sound judgment. Our committee members know that with every phone call, email or event they attend, they are representing New York Women in Communications. The committee membership roster is reviewed annually in the spring, in conjunction with the organization's fiscal year. Members who are not actively engaged in the work of the committee or who fail to uphold the image of the organization and support the reputation and mission of New York Women in Communications will not be invited to continue their service on the committee.

Our committee takes its work seriously – but has a lot of fun, too. The very nature of our work – serving students and young professionals – is energizing and inspiring. Committee members may work independently or in small groups. The projects on which they work may have them reporting directly to the committee co-chairs, or to fellow committee members who have volunteered to head up specific programming or initiatives. Sample assignments include event planning; recruiting event speakers; locating event venues; drafting marketing, promotional or program materials; writing for the newsletter or blog; reviewing scholarship applications; reaching out to colleges; researching potential partnerships; securing sponsors, raffle prizes or gift bag items and much more.

Meeting Schedule:

The Student Affairs Committee meets monthly on a Wednesdays during the first or second week of every month. Meeting dates are set one month in advance. Most meetings are conducted over the phone, for which a conference call number is provided for dial-in. Occasional meetings will be held in person. Meetings are followed by meeting reports distributed to all committee members, who are encouraged to read them promptly, regardless of whether they were a part of the meeting. Important news, big decisions, exciting plans and committee assignments are included in those reports.

Events and Major Committee Initiatives:

As with all New York Women in Communications Committees, our fiscal year, June 1 through May 31, drives our schedule. A general calendar of the committee's events would be as follows:

June – Night of the Coaches

A weeknight event featuring ten different career professionals engaged in small group roundtable discussions about their jobs. Students attend two discussions over the course of the evening plus a round of speed networking.

July – Ladies Who Laugh Comedy Night

A night of comedy at Caroline's on Broadway to benefit the Scholarship Fund.

November – Student Career Conference (Sat., Nov. 9, 2013 at NYU, NYC)

An all-day event comprised of nine career-area panel discussions, one HR panel, a big-name keynote speaker and 40 panelists.

January – A behind the scenes tour at an office with a unique space (ex: the Good Housekeeping Test Kitchen) possibly followed by a panel discussion in collaboration with the High School Outreach committee.

January 31 – Scholarship application deadline

Student Affairs Committee members assist the Scholarship Committee with the application review process.

March– A behind the scenes tour at an office with a unique space

April – Presentation of scholars at Matrix Awards Luncheon

Committee does not get involved in Matrix planning, although some committee members are involved as hosts/mentors to the scholars for the day

nywiciNEXT e-newsletter – quarterly

nywiciNEXT blogs – updated frequently

Contacts:

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