

**CHARTERS & MEMBERSHIPS
OF
COMMITTEES, GROUPS & CLUBS
IN WISE**

Academic Year 2020 - 2021

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A. COMMITTEES

I. COUNCIL

CHARTER

1. Ensures that
 - a) WISE complies with the stated mission & values of WISE & Assumption University.
 - b) The Agreement between Assumption University & WISE is reviewed in a timely manner.
 - c) WISE complies with all the Bylaws & Policies as outlined in those documents.
2. Serves as the policy making body of WISE.
3. Reviews & provides oversight to the following:
 - a) Committees: Communications, Curriculum, Executive, Finance, Nominating, Special Events, Technology & Summer Courses Subcommittee.
 - b) Groups: Class Assistants & Hosts, Diversity, Development, New Member Orientation, Special Interest & Membership.
 - c) Clubs: Baseball Club, Book Club, Non-Fiction Book Club, Movie Club & Writing Club.
 - d) Other Committees, Groups & Clubs that may be appointed in the course of doing business.
4. Reviews the Dashboard of Metrics of the above; develops & guides corrective action plans.
5. Reviews membership trends & approves membership fees.
6. Communicates existing & planned WISE activities to WISE members.
7. Gives feedback from members & their concerns to the Council.
8. Participates in specific activities if & when requested by the President.
9. Promotes WISE within the Assumption community, the Greater Worcester community & beyond.
10. Participates in the annual evaluation of the Director.
11. Conducts a review of all WISE Committees & their charters, membership terms, Bylaws, Policies & Leadership Roles & Responsibilities on a regular basis.
12. Ensures that all functions of the Council conform with the mission & values of WISE.
13. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

WISE COUNCIL					
MEMBERS					
No.	Title	Position	Name	Term Started	Term Expires
1	President	WISE	Tej Maini	6/2019	5/2022
2	Vice President	WISE	TBD		
3	Secretary	WISE	Pat Hertzfeld	9/2017	5/2020
4	Treasurer, Finance Committee	WISE, Chair	Sue Tellier	6/2017	5/2021
5	Communications Committee	Chair	Douglas Johnson	11/2020	5/2022
6	Curriculum Committee	Chair	Barbara Groves	6/2017	5/2021
7	Nominating Committee	Chair	Charlene Nemeth	6/2020	6/2022
8	Special Events Committee	Chair	Cookie Nelson	6/2016	5/2021
9	At-Large	Member	Ginny McNamara	6/2019	5/2021
10	At-Large	Member	Michael Fishbein	6/2018	5/2022
11	At-Large	Member	Tony Simas	6/2020	5/2022
12	At-Large	Member	Jennie Savage	6/2020	5/2022
13	Technology Advisor	WISE	Karl Hakkarainen	Ex Officio	
14	Director	Monica Gow	Ex Officio		
MEETING SCHEDULE					
	Month	From	To	Location	
1	September 16	9:00 am	10:00 am	Zoom	
2	October 22	9:00 am	10:00 am	Zoom	
3	December 16	9:00 am	10:00 am	Zoom	
4	February 17	9:00 am	10:00 am	Zoom	
5	March 17	9:00 am	10:00 am	Zoom	
6	April 21	9:00 am	10:00 am	Zoom	
7	May 19	9:00 am	10:00 am	Zoom	

II. EXECUTIVE COMMITTEE

CHARTER

1. In the event of an emergency, the Executive Committee has the power to act in place of the WISE Council.
2. In the absence of the President or the Director, meet as necessary.
3. Reports to the WISE Council.
4. Ensure that all its duties & responsibilities conform with the Policies of Assumption University & the WISE 'Policies' document.
5. Ensures that all functions of the Committee conform with the mission & values of WISE.
6. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

EXECUTIVE COMMITTEE				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Tej Maini	President	6/2019	5/2022
2	TBD	Vice President		
3	Sue Tellier	Treasurer	6/2017	5/2021
4	Pat Hertzfeld	Secretary	9/2017	5/2021
5	Monica Gow	Director	Ex Officio	
MEETING SCHEDULE				
As Needed				

III. COMMUNICATIONS COMMITTEE

CHARTER

1. The Chair serves as a member of the Council.
2. Works closely with the WISE Director & the Council to ensure that members & others are kept informed about recent & future WISE activities.
3. Ensures that WISE members & others are provided items of continuing education through all its communication vehicles, including the Website, Facebook, other Social Media & platforms such as Zoom.
4. Produces publications of the WISE President, Director & the Technology Bulletins, from September through May each year.
5. Produces a photographic record of WISE events to post on Facebook &/or in the monthly Bulletin.
6. Assists the WISE leadership with communication tools such as the Internet platform 'Zoom' for conducting business.
7. Oversees the WISE Website postings, updates & content.
8. Assists other Committees & the WISE office by reviewing & editing documents.
9. Works collaboratively with other WISE Committees, particularly with the organization's outreach efforts.
10. Oversees the activities of the Membership Group.
11. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the 'Communications' section of the WISE 'Policies' document
12. Ensures that all functions of the Committee conform with the mission & values of WISE.
13. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

COMMUNICATIONS COMMITTEE					
MEMBERS					
No.	Name	Position	Term Started	Term Expires	Comments
1	Douglas Johnson	Chair	11/2020	5/2022	
2	Robert Dyer	Vice Chair	1/2018	5/2020	Feature Writer
3	Karl Hakkarainen	Member	9/2019	5/2021	Technology Advisor
4	Sandra Hakkarainen	Secretary		5/2020	Bulletin Editor
5	Deena Madnick	Member	1/2017	5/2020	Feature Writer
6	Hanna Solska	Member	1/2017	5/2020	Photographer
7	Joan Forbes	Member	1/2019	5/2021	Web Assistant
8	Jill Lagana	Office Manager	6/2020	Coordinator, Membership Group	
9	Monica Gow	Director	Ex Officio		
MEETING SCHEDULE					
2020		From	To	Location	
August 26		10:00am	12:00 pm	Zoom	
September 23		10:00am	12:00 pm	Zoom	
October 28		10:00 am	12:00 pm	Zoom	
November		10:00 am	12:00 pm	Zoom	
December		10:00 am	12:00 pm	Zoom	
2021					
January 27		10:00am	12:00 pm	Zoom	
February 24		10:00am	12:00 pm	Zoom	
March 24		10:00am	12:00 pm	Zoom	
April 28		10:00am	12:00 pm	Zoom	
May 26		10:00am	12:00 pm	Zoom	

III (a). MEMBERSHIP GROUP

CHARTER

1. Ensures the continuous recruitment & retention of members within the parameters set forth in the bylaws of WISE.
2. Works with the Communications Committee to develop & improve strategies to increase membership.
3. Coordinates activities with Communications Committee to communicate the benefits of membership.
4. Ensures focus on new & returning member recruitment as well as community outreach efforts.
5. Uses the following tools & opportunities to recruit members, within Massachusetts & out of state:
 - a) Email blasts using Wild Apricot & MailChimp.
 - b) Personal phone calls.
 - c) Social media.
 - d) Outreach to community supporters, including senior living communities & arts organizations.
 - e) Outreach to libraries & Senior Centers within New England.
 - f) Assumption University events.
 - g) Local senior & wellness fairs.
 - h) Direct mail where appropriate & affordable.
6. Defines the advantage of multiple learning methods: in-person, online & hybrid learning.
7. Develops Dashboard of Metrics of membership, including:
 - a) Categories of members (see Policy Document).
 - b) Central MA members.
 - c) Other MA members.
 - d) Out of state members.
8. Reports on membership data: Monthly, Quarterly & Annually.
9. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the 'Membership' section of the WISE 'Policies' document.
10. Ensures that all functions of the Committee conform with the mission & values of WISE.
11. Fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

MEMBERSHIP GROUP					
MEMBERS					
No.	Name	Title	Position	Term Started	Term Expires
1.	Jill Lagana	Office Manager	Coordinator	6/2020	5/2022
2.	Christine Johnson	WISE Member	Member	6/2020	5/2022
3.	Mohan Korgaonkar	WISE Member	Member	6/2020	5/2022
4.	Monica Gow	Director	Ex Officio		
MEETING SCHEDULE					
		From	To	Location	
2020					
	September 8	10:00 am	11:00 am	Zoom	
	October 13	10:00 am	11:00 am	Zoom	
	November 10	10:00 am	11:00 am	Zoom	
2021					
	January 12	10:00 am	11:00 am	Zoom	
	March 9	10:00 am	11:00 am	Zoom	
	April 13	10:00 am	11:00 am	Zoom	
	May 11	10:00 am	11:00 am	Zoom	
	August 10	10:00 am	11:00 am	Zoom	

IV. CURRICULUM COMMITTEE

CHARTER

1. The Chair serves as a member of the Council.
2. Solicits, receives and approves proposals from Instructors for educational programs at WISE.
3. Beginning in June 2021, all new members shall serve a two-year term with eligibility to renew for a second two-year term. All existing members in June 2021 shall serve their three-year terms or remainder and be eligible for a second three-year term.
4. As a courtesy to Assumption University, any current or retired faculty members who wish to teach for WISE will need the support of the university. The President of WISE will communicate the names of potential instructors to the university to seek their support.
5. The honorarium for each Instructor and Special Interest Group Coordinator is determined on an annual basis by the Curriculum Committee and is approved by the Finance Committee and the Council.
6. With the assistance of the Director and the Office Manager, prepares and distributes the course catalogs and calendars to interested parties.
7. Evaluates the Course Instructors, reviews them at a Committee meeting and the Chair presents a summary to the Council.
8. Creates a Dashboard of evaluations of the Courses and the Instructors, for review & discussion at the Council meetings, at the end of each semester and academic year.
9. Develops and modifies, as necessary, 'Guidelines for Presentation' for Course Instructors, which all Instructors should review.
10. Oversees the Summer Courses Subcommittee.
11. The Chair:
 - a) Prepares reports when requested.
 - b) Provides minutes of the Committee meetings to the President in a timely manner.
 - c) Informs the President regarding appointments to the Curriculum Committee & the Summer Courses Group on an annual basis.
12. In collaboration with the Director and the Chair of the Finance Committee, prepares the budget for each year, which includes:
 - a) The honorarium for each course Instructor in the Fall and Spring Semesters.
 - b) The honorarium for each course Instructor in the Summer Courses Program.
 - c) The honorarium for each course Instructor in the Special Interest Group must be in keeping with the honorarium for course Instructors.
13. Ensures that all its duties and responsibilities conform with the Policies of Assumption University, and the 'Curriculum' section of the WISE 'Policies' document.
14. Ensures that all functions of the Committee conform with the Mission and Values of WISE.
15. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity and transparency.

CURRICULUM COMMITTEE				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Barbara Groves	Chair	6/2017	5/2021
2	Jane Gilligan	Recorder/Evaluations Coordinator	6/2014	5/2020
3	Linda Miller	Member	6/2015	5/2021
4	Barbara Kupfer	Member	6/2015	5/2021
5	Louis Drew	Member	6/2016	5/2022
6	Kathy Drew	Member	6/2017	5/2023
7	Karen Karaa	Member	6/2017	5/2023
8	Joe Corn	Summer Courses Coordinator	6/2018	5/2024
9	Harriet Goff	Member	6/2018	5/2024
10	Maureen Gray	Member	6/2019	5/2025
11	Carol Harvey	Member	6/2019	5/2025
12	Julie O'Shea	Member	6/2019	5/2025
13	Joan Arnold	Member	6/2020	5/2026
14	Joan Barry	Member	6/2020	5/2026
15	Micha Hofri	Member	6/2020	5/2026
17	Karl Hakkarainen	Technology Advisor	Ex Officio	
18	Monica Gow	Director	Ex Officio	
MEETING SCHEDULE				
Dates	From	To	Location	
2020				
September 2, 2020	9:45 am	12:00 pm	Zoom	
October 7, 2020	9:45 am	12:00 pm	Zoom	
November 4, 2020	9:45 am	12:00 pm	Zoom	
December 2, 2020	9:45 am	12:00 pm	Zoom	
2021				
February 3, 2021	9:45 am	12:00 pm	Zoom	
March 3, 2021	9:45 am	12:00 pm	Zoom	
April 7, 2021	9:45 am	12:00 pm	Zoom	
May 5, 2021	9:45 am	12:00 pm	Zoom	
June 2, 2021	9:45 am	12:00 pm	Zoom	

IV (a). WISE SUMMER COURSE DEVELOPMENT SUBCOMMITTEE

CHARTER

Purpose

The WISE Summer Course Development Subcommittee (SCDS) is formed to support the Worcester Institute for Senior Education (WISE) for the purpose of developing & maintaining a program of courses to be conducted during the summer months between the Spring & Fall terms of the regular WISE academic course calendar. The subcommittee shall also serve to foster a culture of teamwork, respect, acknowledgement, & participation in the WISE program.

Organization

The SCDS shall serve as a subcommittee to the WISE Curriculum Committee (CC).

The SCDS shall consist of between twelve (12) & sixteen (16) members. SCDS membership is open to all WISE full-year members in good standing who are capable & willing to attend the majority of meetings.

The committee is formed at the start of the academic year. Prior experience from service on the Curriculum Committee or Summer Course Subcommittee is valued. Members of the SCDS will serve for one-year but may volunteer to remain on the subcommittee for additional years.

At the first meeting, the SCDS will select one member to serve as Committee Chairperson. Other members will fill the roles of Vice Chair, recording secretary, & course evaluation coordinator. Individual subcommittee members may simultaneously fill more than one of these roles.

The SCDS Chair shall also serve as a member of the Curriculum Committee.

The current WISE Director, President, & Curriculum Committee Chair will serve as adjunct members of the SCDS.

Goals & Responsibilities

Develop a set of courses which are believed to be of general interest to the WISE Membership as well as to the Greater Worcester community. Courses will be offered between the end of spring term & the beginning of the fall term. The means of developing courses, identifying instructors, reserving venues, etc. will be done in a manner similar to that employed by the WISE Curriculum Committee. In general, the types of course offerings for the summer term will be more flexible than the strictly academic types of courses offered in the fall & spring terms.

Reporting

The recording secretary of the SCDS will take meeting minutes for distribution to the Committee Chair & the other members of the Subcommittee.

The SCDS Chair reports to the Chair of the Curriculum Committee. The SCDS Chair will also attend CC meetings & report SCDS status to the full CC.

Support & Interfaces

The SCDS will work closely with the CC on developing courses & identifying instructors.

SCDS members will work directly with the WISE Director & coordinators regarding both on & off-campus course venues in order to secure suitable locations for the conduct of courses.

The SCDS Chair & Director will coordinate with the WISE Finance Committee on reviewing & approving the recommendations of the SCDS regarding course fees & on the Honoria to be paid to instructors.

The SCDS Chair, the CC chair, & the WISE Director will determine an appropriate course calendar & schedule for course offerings. Key administrative deadlines will be identified.

The SCDS, the WISE Office Manager, & the Director will create of a Summer Course Catalog. The Office Manager will provide other administrative support.

Meeting Schedule

The SCDS will meet as needed, but approximately once per month between September & May.

It is expected that all subcommittee members will attend at least 75% of the meetings.

Communications among members between meetings will largely be done by e-mail, & all subcommittee members must have access to & be able to communicate via e-mail.

Revision E: 14 January 2020

IV (b). CLASS ASSISTANTS & HOSTS GROUP

CHARTER

1. Assists the Director & the Office Manager in the preparation of a list of Class Assistants and Hosts for WISE programs.
2. Meets with the Class Assistants & Hosts at the beginning of each semester & informs them about their roles, including:
 - a) Classroom etiquette for virtual, in person & hybrid teaching & learning.
 - b) Special WISE announcements.
 - c) Class Instructors' duties.
 - d) The online Evaluation Forms.
 - e) Zoom related information.
3. The Coordinator:
 - a) Prepares reports when requested.
 - b) Makes recommendations to the President regarding appointments to the Class Assistants Group on an annual basis.
4. Ensure that all its duties & responsibilities conform with the Policies of Assumption University, & the 'Curriculum' section of the WISE 'Policies' document.
5. Ensures that all its duties & responsibilities conform with the mission & values of WISE.
6. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

CLASS ASSISTANTS GROUP				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Cathy Samko	Coordinator	6/2020	5/2022
2	Karl Hakkarainen	Technology Advisor	Ex Officio	
3	Jill Lagana	Office Manager	Ex Officio	
4	Monica Gow	Director	Ex Officio	
MEETING SCHEDULE				
As needed				

V. FINANCE COMMITTEE

CHARTER

1. The Chair who also serves as the Treasurer, serves as a member of the Executive Committee & the Council.
2. Oversees the fiscal health of WISE.
3. Recommends to the Council, the Annual Dues for WISE members.
4. Working with the Director, prepares the annual budget, which is approved by the Council.
5. The budget development process includes:
 - a) Development of budgetary assumptions.
 - b) The completion of revenue & expense forms by the Leadership (Administrative, Committee Chairs, Group Coordinators & Club Coordinators) for the following year's budget.
 - c) The flow of information, coordinated by the Director, with respect to the Finance Committee will be:
 - i. The Curriculum Committee (including the Summer Courses Subcommittee) will develop the budget proposal(s) in collaboration with the Director.
 - ii. All other Committees, Groups & Clubs will collaborate with the Director & the Treasurer.
 - iii. All Budget Request Forms are submitted to the Treasurer for further discussion & action.
 - iv. The budget is then approved by the Council at its meeting in May.
6. Monitors the financial performance of WISE, using Financial Statements & the Dashboard of Financial Metrics on a regular basis.
7. Uses discretionary powers to approve funds for items that are not budgeted, & reports them to the Council.
8. Reviews the discretionary funds allotted to the Director on an annual basis.
9. The Chair:
 - a) Prepares monthly financial statements & ad hoc reports when requested.
 - b) Provides minutes of the Committee meetings to the President in a timely manner.
 - c) Makes recommendations to the President regarding appointments to the Finance Committee.
10. Working with the Director, ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the 'Finance' & the "Dues" sections of the WISE 'Policies' document.
11. Ensures that all functions of the Committee conform with the mission & values of WISE.
12. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

FINANCE COMMITTEE				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Susan Tellier	Chair	6/2017	5/ 2021
2	Patricia Segerson	Vice Chair	6/2020	5/2022
3	Patricia Hertzfeld	Member	6/2020	5/2022
4	Virginia Norkevicius	Member	6/2020	5/2022
5	Susan Lippitt	Member	6/2020	5/2022
6	Jane Joyce	Member	9/2020	5/2020
7	Monica Gow	Ex Officio		
MEETING SCHEDULE				
2020		From	To	Location
	September 9	9:00 am	10:00 am	Zoom
	October 14	9:00 am	10:00 am	Zoom
	November 11	9:00 am	10:00 am	Zoom
2021				
	February 10	9:00 am	10:00 am	Zoom
	March 10	9:00 am	10:00 am	Zoom
	April 14	9:00 am	10:00 am	Zoom
	May 12	9:00 am	10:00 am	Zoom

VI. NOMINATING COMMITTEE

CHARTER

1. The Committee Chair serves on the Council.
2. In addition to the Chair, the Committee shall comprise of:
 - a) A former WISE President or Secretary of the Council.
 - b) One At-Large Council Member.
 - c) One representative of the WISE membership.
3. The Committee Chair, on behalf of the Committee, nominates (one or more) of the following positions for approval at the Council, & election by a majority of members at the Annual Meeting of WISE:
 - a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
 - e) At-Large members (*up to eight*)
4. When openings occur for positions within the purview of the Committee, the nominating process is suggested to be as follows:
 - a) An email is sent to the membership calling for nominations & personal interest.
 - b) The nominations, with their brief resumes, are received.
 - c) The nominees are interviewed.
 - d) The final nominees are approved by the Council.
 - e) These nominations should be made & submitted to the Council no later than April 1 of each year.
5. The Chair:
 - a) Prepares reports when requested.
 - b) Provides minutes of the Committee meetings to the President in a timely manner.
6. Ensures that all its duties & responsibilities conform with the Policies of Assumption University, & the Bylaws of WISE.
7. Ensures that all functions of the Committee conform with the mission & values of WISE.
8. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

NOMINATING COMMITTEE				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Charlene Nemeth	Chair	6/2020	5/2022
2	Donna Crocker	Member	6/2020	5/2022
3	Tony Simas	Member	6/2020	5/2022
4			6/2020	5/2022
MEETING SCHEDULE				
As Needed				

VII. SPECIAL EVENTS COMMITTEE

CHARTER

1. Solicits & approves the performance of Special Events, & secures venues for those events that are off campus, including, but not limited to:
 - a) Brown Bag lunches
 - b) Special Programs, including the Holiday Lunch, the Spring Dinner & the Annual Meeting of the WISE membership
 - c) Excursions
2. The Chair serves as a member of the Council &:
 - a) Prepares reports when requested.
 - b) Provides minutes of the Committee meetings to the President in a timely manner.
 - c) Makes recommendations to the President regarding appointments to the Special Events Committee on an annual basis.
3. In collaboration with the Director, prepares the annual budget proposal for submission to the Chair of the Finance Committee.
4. All Special Events shall be self-funded by members' donations, except the speakers' fees.
5. The WISE Director, the Office Manager, the Assumption University President, the Vice President of Institutional Advancement, the Vice President for Student Success & the Dean of Graduate & Professional Studies, the Executive Director of Communications, their guests and other selected individuals shall be invited guests at the Annual Meeting, the Holiday Lunch or other WISE events.
6. Ensure that all its duties & responsibilities conform with the Policies of Assumption University, & the Special Events Section of the WISE 'Policies' document.
7. Ensures that all functions of the Committee conform with the mission & values of WISE.
8. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

SPECIAL EVENTS COMMITTEE				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Cookie (Ann) Nelson	Chair	2016	5/2021
2	Claire Fegreus	Vice Chair	6/2020	5/2021
3	Chris Durham	Member	2017	5/2022
4	Paul Mahon	Member	2016	5/2022
5	Joyce Abdow-Dowd	Member	2016	5/2022
6	Barbara McCarthy	Emeritus Member	2015	
7	Monica Gow	Ex Officio		
MEETING SCHEDULE				
As Needed				

VIII. TECHNOLOGY ADVISOR

DUTIES & RESPONSIBILITIES

1. The Technology Advisor supports the WISE Administration, Committees, Groups, Clubs, Task Forces, & Members as needed.
2. Support of Membership Management:
 - a) These activities are in support of WISE's membership management software. We currently use [Wild Apricot](#) for membership, website, course registration, contact management, & donations.
 - b) Maintains Wild Apricot site (<https://assumptionwise.org>).
 - c) Reviews, upgrades & communicate new & changed features to staff & members.
 - d) Reports issues to Wild Apricot technical support.
 - e) Installs & updates security certificates.
 - f) Customizes look & feel, including CSS & JavaScript extensors as needed.
 - g) With office staff, adds courses & events with pricing & tagging.
 - h) Creates online course registration page from courses (events).
 - i) Prepares reports for the Council, Office Staff, & Class Assistants using API, Excel, & Access tools on Linux & Windows &/or Mac.
 - j) Maintains SEO features.
 - k) Monitors site usage with Google Analytics.
 - l) Develops & manages other integrations using [Integromat](#) &, soon, [Zapier](#).
3. Manages online payments:
 - a) WISE currently uses PayPal as its online payment processor.
 - b) Manages credit card payment interface between Wild Apricot & PayPal.
 - c) Processes PayPal refunds.
 - d) Monitors PayPal usage.
 - e) Identifies potential problems with PayPal should they occur.
4. Reviews other membership management software, payment processor, & other products & services & makes recommendations as needed.

5. Supports the Communications Committee:
 - a) Manages & supports MailChimp software for bulletins & blogs.
 - b) Reports on usage to the Committee & the Council.
 - c) Troubleshoots email issues.
 - d) Updates & maintains the website content.
6. General technical support:
 - a) Coordinates WISE technical activities with Assumption IT.
 - b) Reviews & recommends hardware & software for WISE use.
 - c) Assists WISE members & Instructors with classroom &, as time permits, personal technology.
7. Works with the Director & the Office Manager.
8. Ensures that WISE potential Members, Members, and Instructors are familiar with the technology of Zoom.
9. Ensure that all duties & responsibilities conform with the Policies of Assumption University, & the WISE 'Policies' document.
10. Ensures that all functions of the Committee conform with the mission & values of WISE.
11. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

B. GROUPS

I. DEVELOPMENT GROUP

CHARTER

1. All development & fundraising activity shall comply with the policies of Assumption University.
2. The annual fundraising drive consists of soliciting donations to one or more of the following:
 - a) WISE General Fund
 - b) Assumption University Building Funds
 - c) Students' Scholarship Funds
 - d) Other targeted Funds
 - e) Gifts to WISE or AU made in memory or honor of an individual.
3. Efforts will be made to make members or others write their bequests to WISE at Assumption University.
4. All donations are to be made payable to Assumption University/WISE
5. All donors are acknowledged in writing by the Director & Vice President of Institutional Advancement of Assumption University.
6. Ensures that all duties & responsibilities conform with the Policies of Assumption University, & the WISE 'Policies' document.
7. Ensures that all functions of the Committee conform with the mission & values of WISE.
8. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

DEVELOPMENT GROUP				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1.	Monica Gow	Group Coordinator; Director WISE	6/2020	5/2022
2.	Tim Stanton	Vice President, Institutional Advancement, AU	6/2020	5/2022
3.	Jill Lagana	Office Manager, WISE	6/2020	5/2022
4.		Member		
5.		Member		
MEETING SCHEDULE				
As Needed				

II. DIVERSITY GROUP

CHARTER

1. To promote WISE as an opportunity for diversity among its members, including their race, color, ethnicity, national origin, sex, sexual orientation & religion.
2. To give opportunities for members of the minority community to participate in WISE membership, including in leadership positions.
3. To learn from the rich culture of diverse populations.
4. To break barriers in communication among members of different communities.
5. Ensure that all duties & responsibilities conform with the Policies of Assumption University, & the WISE 'Policies' document.
6. Ensures that all functions of the Committee conform with the mission & values of WISE.
7. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

DIVERSITY GROUP				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1.	Monica Gow	Director, WISE	6/2020	
2.	Conway Campbell	Vice President, Student Success, AU	6/2020	
3.	Jill Lagana	Office Manager, WISE	6/2020	
4.		Member		
5.		Member		
MEETING SCHEDULE				
As Needed				

III. NEW MEMBER ORIENTATION GROUP

CHARTER

1. Introduces the new members to WISE & its leadership, including the President, Vice President, Director, Office Manager, the Committee Chairs, the Group Coordinators & the Club Coordinators.
2. Explains to the new members the WISE organization, leadership functions & the benefits of joining WISE.
3. Educates them about the relationship with Assumption University & its benefits to the members.
4. Educates them about the expected etiquette within the classroom & virtual teaching sessions.
5. Inform new members about the WISE Website, Social Media & the use of new technologies, such as Zoom.
6. The Coordinator:
 - a) Prepares reports when requested.
 - b) Makes recommendations to the President regarding appointments to the Class Assistants Group on an annual basis.
7. Ensure that all duties & responsibilities conform with the Policies of Assumption University.
8. Ensures that all functions of the Committee conform with the mission & values of WISE.
9. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

NEW MEMBER ORIENTATION GROUP				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Lee Morin	Coordinator	2020	2022
2	Bob Dyer	Tour Guide	2018	2020
3	Monica Gow	Director	Ex Officio	
4	Jill Lagana	Office Manager	Ex Officio	
5	WISE Leadership	Ex Officio		
MEETING SCHEDULE				
As Needed				

IV. SPECIAL INTEREST GROUPS

A Special Interest Group (SIG) is a group of subject matter experts, staff, & members interested in a specific topic. SIGs do not take the place of courses, but rather complement them with an ongoing experience run by the members themselves. This experience is more informal, self-directed, & often involves experts & activists from outside the university. The vitality of the group depends mainly upon the active participation & commitment of its members.

Description

SIGs are formed with a statement of purpose, benefits, & audience for those they intend to involve from WISE & the outside community. Initially, a statement is developed collaboratively with a representative from the Council for SIGs along with 15+ charter members of the SIG in its first meetings. Typically, there are four types of role to foster a culture of teamwork, respect, acknowledgement, & participation.

1. Facilitator: A subject matter expert in the field with overall responsibility. S/he prepares or arranges the presentations & any materials to be given at meetings.
2. Assistant: A person to handle communications, room reservations, resource requests, announcements, & distribution of materials to members before meetings.
3. Advisors: A small group of members with relevant expertise (say, 1-4 people) to help the Leader select topics, identify presenters, & plan.
4. Members: All interested from the WISE community.

Meetings

SIGs meet on a defined schedule, typically monthly (or eight times per year) for 90-120 minutes, according to the needs of the group. While some SIGs may meet only on campus, others may gather elsewhere at times to pursue an opportunity.

Resources

WISE supports SIG as needed with meeting rooms, presentation equipment, a web page on WISE website, email lists, a file share, calendaring, photocopying, & announcements in newsletters.

General

The SIGS strive to meet the following objective of the WISE community:

1. Ensure that all duties & responsibilities conform with the Policies of Assumption University & of WISE.
2. Ensures that all functions of the Committee conform with the mission & values of WISE.
3. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

SPECIAL INTEREST GROUPS				
MEMBERS				
No.	Name	Title	Term Started	Term Expires
1.	Michael Fishbein	Coordinator	2019	2021
2.	Pete Murphy	Facilitator: Energy & the Environment	2019	2021
3.	Jack Ross	Facilitator: Supreme Court	2019	2021
4.	Monica Gow	Director	Ex Officio	
MEETING SCHEDULE				
As Needed				

IV (a). ENERGY & THE ENVIRONMENT

Facilitator: Pete Murphy, Professional Engineer & Business Instructor, WISE Instructor.

Goals: Energy has enabled our industrial economy, creating wealth & improving the quality of life. Energy production through fossil fuels has had an unexpected & cumulative effect on the climate & the environment. National leaders are seeking ways to sustain & grow our economic prosperity, while minimizing the negative aspects of energy production & resource conversion. The proposed SIG will gather to discuss public policy about how energy is produced, used, & conserved, & how that can & should change in the future to protect the environment. Community opportunities to influence public policy will be examined.

Benefits: Members will have an opportunity to discuss events in the New England, national, & international energy industry, & public policy proposals by government officials to change how energy is produced & used. The problems are complex & this discussion group will help WISE members understand that complexity & how proposed solutions may or may not be beneficial.

Audience: All members with an interest in learning about energy solutions. No background in science is necessary; the discussions are geared to the layperson.

Deliverables: Meetings focus on a specific energy production technology & how it fits into the energy production mix. Public policy regarding the technology will also be addressed. Participants will bring publications & data relevant to the discussion.

Topics: Fossil fuels of coal & natural gas for electricity production, oil for transportation, nuclear for electricity production, solar power, & wind energy. Electric power distribution & storage will also be topic. Forecasts of extreme negative environmental impact from continued use of fossil fuels will be included.

Resources: Outside sources with expertise in the relevant technology will be invited when identified.

Meetings: Discussions are held on convenient dates once a month on the Assumption University campus. The first meeting of the year typically occurs in October.

IV (b). SUPREME COURT

Facilitator: John S. Ross, III (Jack), attorney, WISE instructor on the Supreme Court & Constitutional Law.

Goals: The goal of the Supreme Court SIG is to provide WISE members with an understanding of how the Supreme Court functions & discuss notable decisions of the Court.

Benefits: Members will have an opportunity to track developments at the Supreme Court from the start of its term in October through its final decisions in June. The facilitator will compile a “watch list” of significant cases to follow through oral argument & decision. Participants will learn about court’s procedures, such as how the Court assembles its docket, briefing, oral argument, court conferences, & issuance of opinions.

Audience: All members with an interest in learning about the court. No background in the law is necessary; the discussions are geared to the layperson.

Deliverables: The SIG is an opportunity to learn about the Supreme Court. As a part of this, the group distributes an agenda in advance of each meeting with articles & links to materials on & about the cases to be discussed.

Topics: The SIG covers a wide range of statutory & constitutional issues addressed by the Supreme Court. We also discuss institutional issues such as the ideology of the Court, trends in decisions, the role of the Chief Justice, the political dimensions of the Court, & the appointment & confirmation process.

Resources: None

Meetings: The group typically holds its first meeting in late October, has more frequent meeting in the spring, & ends in July. Meetings are scheduled by consensus at times suitable to most participants.

C. CLUBS

I. BASEBALL CLUB

CHARTER

1. Prepares a schedule of Baseball Games & sends it out to the membership.
2. Coordinates the WISE members' attendance at the games.
3. The Group Coordinator:
 - a) Prepares a report for the Council at the end of the Baseball season.
 - b) Makes recommendations to the President regarding appointments to the Baseball Group on an annual basis.
4. Ensures that all functions of the Committee conform with the mission & values of WISE.
5. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

BASEBALL CLUB				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Joe Corn	Coordinator		
MEETING SCHEDULE				
As needed				

II. BOOK CLUB

CHARTER

1. Solicits, reviews & selects books for review at the Book Club.
2. Arranges venues for the Group to meet & discuss the books that have been selected.
3. The Group Coordinator:
 - a) Prepares an annual report, which lists the books read & their authors, & submits it to the President.
 - b) Makes recommendations to the President regarding appointments to the Book Club on an annual basis.
4. Ensures that all functions of the Committee conform with the mission & values of WISE.
5. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

BOOK CLUB				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1	Joyce Abdow-Dowd	Coordinator	6/2020	5/2022
2	Bobbi Corn	Member	2017	5/2022
3	Zelda Schwartz	Member	2017	5/2022
4	Diane Stoller	Member	2019	5/2022
5	Cathy Samko	Member	2019	5/2022
6	Cookie Nelson	Member	2019	5/2022
7	Monica Gow	Ex Officio		
MEETING SCHEDULE				
As Needed				

III. NON-FICTION BOOK CLUB

CHARTER

1. Solicits, reviews & selects books for review at the Non-Fiction Book Club.
2. Selects titles for discussion according to the following process:
3. Four books will be read each year, one in each WISE session.
 - a) Titles will be selected through an email-based nomination & voting system.
 - b) To nominate a title, one must have read the book.
 - c) When a book is discussed, the person who nominated it will lead the discussion.
 - d) Nominated titles may be of any non-fiction genre - science, history, biography, et cetera.
 - e) Any book nominated should be accompanied by a "Publisher's Weekly" type of summary or a brief personal statement about what the nominator liked about the book.
4. Arranges venues for the Group to meet & discuss the books that have been selected.
5. The Group Coordinator:
 - a) Prepares an annual report, which lists the books read & their authors, & submits it to the President.
 - b) Makes recommendations to the President regarding appointments to the Book Club on an annual basis.
6. Ensures that all functions of the Committee conform with the mission & values of WISE.
7. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

NON-FICTION BOOK CLUB				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
	Bill Forbes	Coordinator	6/2019	5/2021
MEETING SCHEDULE				
Meetings will be scheduled through the WISE office as needed, according to the following guidelines: <ul style="list-style-type: none"> • Each meeting will be 1.5 hours long. • Multiple meetings may be held within a single WISE session to discuss long or dense books. • During the selection process, the nominator will recommend the number of meetings for each book. • The number of meetings for each book selected will be determined as part of the voting process. 				

IV. MOVIE CLUB

CHARTER

1. Arrange the screening of movies on a regular basis to the members who sign up for this activity.
2. The Coordinator prepares a list of movies screened, & submits it to the President annually.
3. Ensures that all functions of the Committee conform with the mission & values of WISE.
4. Fosters a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

MOVIE CLUB			
MEMBERS			
No.	Name	Position	Term Started
1.	Bobbi Corn	Coordinator	2015
2.	Jeff Long	Advisor	2015
MEETING SCHEDULE			
As Needed			

V. WRITING CLUB

CHARTER

1. Develop skills in fiction & creative nonfiction writing.
2. Reinforce elements of good writing through group critique, discussion & support.
3. Uphold confidentiality with all submitted writing material.
4. Role of Coordinator:
 - a) Facilitates general meetings, which involve decisions related to logistics.
 - b) Arranges for venues.
 - c) Ensures that each meeting conforms to both the Mission Statement & Protocol for the Writing Club.
 - d) Makes writing resources available to all participants if needed.
 - e) Sends an email as a reminder to the group one week before each meeting date.
 - f) Serves as a liaison between the Club, the WISE Council & the Curriculum Committee.
 - g) Troubleshoots any challenges that arise.
 - h) Promotes a supportive, collegial, trusting & collaborative atmosphere.
5. Ensure that all functions of the Writing Club conform to the mission & values of WISE.
6. Foster a culture of teamwork, respect, acknowledgement, participation, inclusivity & transparency.

WRITING WORKSHOP				
MEMBERS				
No.	Name	Position	Term Started	Term Expires
1.	Josette Kaplan	Coordinator	6/2020	5/2022
MEETING SCHEDULE				
Date	From	To	Location	
2020			Zoom	
June			Zoom	
July			Zoom	
August			Zoom	
September			Zoom	
October			Zoom	
November			Zoom	
December			Zoom	
2021*				
January			Zoom	
February			Zoom	
March			Zoom	
April			Zoom	
May			Zoom	

DOCUMENT - II	
CHARTERS & MEMBERSHIP OF COMMITTEES, GROUPS & CLUBS IN WISE	
Approved by the WISE Council	
Approved	September 16, 2020
Supersedes	November 13, 2019