



F I R S T   G E N E R A T I O N  
P R O F E S S I O N A L S   O F   M I L W A U K E E

First Generation Professionals of Milwaukee is proud to provide Committee involvement to its membership. The FGPM Committees are primarily responsible for (1) development of FGPM programming, including ways to highlight and grow the flagship Mentorship Program, and (2) stewarding the financial health of the organization. Prior to joining a FGPM Committee, you will review the Bylaws of the organization (which will be provided) to understand the role of a Committee within our organization.

Our goal is to provide opportunities for hands-on contribution to the FGPM mission through the responsibilities and initiatives of each specific Committee. FGPM will also engage Milwaukee community leaders to speak to Committees regarding the development of valuable skill-sets or best practices on the execution of Committee initiatives. We hope Committee involvement will provide meaningful opportunities to build your resume and to create authentic connections within the first generation community. We are excited to hear your ideas for engagement and perspective on how we can best serve Milwaukee's first generation students and professionals.

Please see below for the FGPM Committee expectations and descriptions. If you see a Committee that matches your goals for involvement, develops a desired skill-set, or works on an interesting initiative, please email Molly at [president@fgpm.org](mailto:president@fgpm.org) to designate your interest.

The expectations for Committee involvement is as follows:

1. Regular attendance at all Committee meetings
  - a. Committee meetings will be virtual, or in-person if decided by the group
2. Meaningful furtherance of the FGPM mission and goals
3. Collaborative and open-minded attitude
4. High quality of work, with attention to detail, and willingness to learn new skills
5. Identification of impactful community leaders to interview for programming or Library articles
6. Brainstorming social media content\* to highlight programming or topics of interest to Milwaukee's young professionals
  - a. \*Brainstorming only. FGPM Officers will remain responsible for all social media posting.
7. Adherence to the FGPM Bylaws

Current Committees:

1. Enrichment Committee
2. Finance Committee
3. Mentorship Committee

## Enrichment Committee

The Enrichment Committee will be primarily responsible for the ideation, initial planning, and post-event evaluation of FGPM membership events and programming. Members of the Enrichment Committee will work with the Vice President to create up to ten (10) events per year. Ideally, the Committee will create two (2) events per calendar quarter, depending on Committee size and event complexity; events may include virtual panels, student support activities, community activities, networking or social events, or skills development workshops.

Enrichment Committee responsibilities could include, but are not limited to:

- Brainstorming quarterly FGPM member events
  - Virtual and in-person events
    - Sourcing locations for member events, securing pricing, and leading communication process throughout
    - Working with FGPM Officers to develop event in accordance with deadlines
  - Evaluating member feedback post-event to improve our impact in the future
- Top-to-bottom facilitation of the FGPM First Gen Storefront Initiative, as directed by the Vice President
  - Reviewing applications of first generation businesses in Milwaukee
  - Working with the VP and volunteers to revamp business storefronts
  - Working with Finance Committee to develop and follow initiative budget
- Brainstorming collaborations with FGPM Community Partners or other Milwaukee non-profits

**Commitment:** One (1) Committee meeting per month, approximately 1 to 1.5 hours. Event subcommittees will meet regularly, with the majority of the Committee members' work will be done in the planning and evaluation stages. In addition to Committee members, volunteers will be sought to run events when needed. If lead on an initiative, must be available via email during business hours.

**Ideal number of members:** 6+/-

**Skillset developed:**

- Organization and project management
- Attention to detail
- Adherence to deadlines and timelines
- Creative thinking in a collaborative environment
- Ability to put forward unique ideas in a concise and understandable way
- Optional: Interest in data analysis, including event attendance and survey results

**Officer Chair:** Vice President

## Finance Committee

The Finance Committee will be primarily responsible for the health of the organization by maintaining the FGPM budget and seeking new sources of funds. The Finance Committee will have oversight of the organization's financial position and ensure financial stability while we further the FGPM mission.

Finance Committee responsibilities could include, but are not limited to:

- Maintaining oversight of the budget, with emphasis on incoming funds and stable financial position
- Updating budget upon receipt of new donation\*
  - \*For privacy reasons, members will not have access to FGPM PayPal. The Committee will update the budget per Exchequer/President notification of new donation amounts.
  - Officers will remain responsible for sending donation receipts to donors
- In the event a donor designates their donation to be used for purposes other than "General Expenses," the Committee will ensure compliance with the designation by tracking in a separate budget.
  - For clarity, tracked in general budget first, then earmarked for specific purpose
- Reporting on status of budget for use by Exchequer during monthly Board of Directors meetings:
  - month-to-date ("MTD") or 30-day lookback depending on date of meeting,
  - year-to-date ("YTD"), and
  - same month prior year comparison (upon completion of first year)
- Reporting on long-term status (and any material deviations year-over-year ("YoY")) of financial position for use by Exchequer and President during FGPM Annual Meeting
- Collaboration with Enrichment Committee to ensure FGPM initiatives are executed within budget
- Brainstorm and research non-profit or small business grants
  - Ideally, FGPM will be able to apply to these grants without the assistance of a grant application professional. We are seeking local or national, non-government or project-based support.
- If appropriate, shall work with Exchequer and President to apply for such grants
  - Committee members may lead the communication process with the granting organization, if desired, with CC to Committee Officers
  - Once committed, Committee member will assume lead for that opportunity until a decision is reached\*
    - \*If, at any point, Committee lead becomes unable to further the grant opportunity, FGPM Exchequer or President will temporarily assume communication. .
- Brainstorm FGPM fundraising campaigns and assist with outreach

**Commitment:** One (1) Committee meeting per month, approximately 1 to 1.5 hours. Time committed to seeking grants will vary; ideally, we would like to identify three viable grant options per month.

**Ideal number of members:** 3-4

**Skillset developed:**

- Non-profit financial oversight and organization (with Officer supervision and assistance)
- Grant research and fundraising, including "ownership" of grant opportunities
- Financial reporting and non-profit budgeting
- Attention to detail and order of operations
- Adherence to deadlines and timelines
- Independent and autonomous work style
- Leadership

**Officer Chair:** Exchequer

## Mentorship Committee

The Mentorship Committee shall be primarily responsible for the organization, programming, and evaluation of Mentorship Program initiatives and outreach. The Committee will work with the Executive Secretary to consider mentee goals and mentor skillsets to make meaningful mentorship matches and leverage first generation community feedback to create meaningful Program events.

Mentorship Committee responsibilities could include, but are not limited to:

- Assisting in the pairing of mentors and mentees based on skill-sets, communication and learning styles, and meeting preferences
  - Members will receive access to a mentorship file containing mentee and mentor skill-sets and goals (without personal or contact information)
  - From there, Committee members will pair Program participants and send final pairings to Executive Secretary with CC to President for contact
  - If FGPM receives feedback that a pairing is no longer effective, or a participant leaves the Program, the Committee will repair the remaining participant
- Brainstorming Mentorship programming or events
  - We anticipate fewer Mentorship Program events than Enrichment events
  - Mentorship Program events could include panels of community leaders, article interviews, resume workshops, or career development events
  - Other events could include mentorship-related programming, or networking events within Program participants
- Oversight of, and adherence to, Mentorship Program budget

**Commitment:** One (1) Committee meetings per month, approximately 1 to 1.5 hours. Mentorship programming will vary, but we hope to have at least one event per quarter, to a max of three. There may be additional planning time per event. If leading an initiative, must be available via email during business hours.

**Ideal number of members:** 6-8

**Preferred skill-sets:**

- Organization and project management
- Attention to detail and data analysis
- Leadership and decision-making skills
- Adherence to deadlines and timelines
- Creative thinking in a collaborative environment
- Ability to put forward unique ideas in a concise and understandable way
- Optional: Interest in data analysis, including event attendance and survey results

**Officer Chair:** Executive Secretary