BOD Edition: Who to Call for What at NWiR

As you know from the past couple board meetings, CIVICA Management will now handle association matters related to administration, operations, membership, and events; I will continue providing strategic leadership, management oversight, and programmatic support for the association.  Thursday was our “go live” day with Civica and after verifying that all the processes are working smoothly (YAY!), I wanted to clarify whom to contact for what. If you happen call or email the “wrong” place it’s no big deal and we’ll figure it out.

* **Members** will always call the office at 303-450-3150 or email the front desk at info@nationalwomeninroofing.org – from there the call/email will be routed to the appropriate Civica staff or to me.
* For issues outlined on the [Contact Us](https://urldefense.com/v3/__https%3A/nationalwomeninroofing.org/contact-us/__;!!KMgAc2OKcymZ9JjuGNc!9L0h5aq3-zipCOKR9dpHt0QwwLN3lBdCi34S2nMHlrIxV9vZwHagEcnE9fHzL9Dv$) page, please continue to follow those as normal.  I also pasted them below for reference.
* Elizabeth is no longer employed by NWiR in the same capacity. Any question that you would have normally sent to her should now go to info@nationalwomeninroofing.org
* Here are some other things that are new:
	+ Website (small corrections and changes): Civica at 303-450-3150 or info@nationalwomeninroofing.org (big updates or reorgs will still go through the communications committee)
	+ Programs related to Community Service, Education, Mentoring, or Recruitment: contact Ellen directly
	+ Communications requests related to an email going out: Civica at 303-450-3150 or info@nationalwomeninroofing.org
	+ Communications related to planned social media or the newsletter: [https://nationalwomeninroofing.org/about-us/newsletter-submissions-page/](https://urldefense.com/v3/__https%3A/nationalwomeninroofing.org/about-us/newsletter-submissions-page/__;!!KMgAc2OKcymZ9JjuGNc!-PrbC7MhB43V_WhnikBSCRGDUpxPwC66jmLajV78AqEEnFOq6lWCgBN-qbFe31cJvnQ$)
	+ Events: Civica at 303-450-3150 or info@nationalwomeninroofing.org
	+ Membership: Civica at 303-450-3150 or info@nationalwomeninroofing.org

**Councils**

* + Councils related to leaders access to website, member lists, funding requests: Civica at 303-450-3150 or info@nationalwomeninroofing.org
	+ Councils related to policies, process, leader development: contact Ellen directly
	+ Councils Events: Civica at 303-450-3150 or info@nationalwomeninroofing.org
	+ Councils Membership: Civica at 303-450-3150 or info@nationalwomeninroofing.org

Again, if you happen call or email the “wrong” place it’s no big deal and we’ll figure it out. We are all learning!