

## NAPO-CT Chapter, Inc. Volunteer Positions

NAPO-CT's success is assured by it volunteers! Listed below are volunteer positions and typical responsibilities. Please check off your areas of interest and forward to Director of Membership. According to NAPO-CT bylaws all volunteers must be approved by the Board of Directors.

**Treasurer's Assistant – (Finance)**

- Collect money and provide receipt at chapter meetings
- Pay hotel for meeting fee
- Provide updates as needed for the newsletter/website

**Librarian(s) – (Secretary)**

- Maintain chapter conference tapes
- Maintain listing of resources available to NAPO-CT members
- Annually update the chapter media and resource books
- Maintain listings of all lending library chapter resources
- Set-up lending library table at chapter meeting
- Coordinate lending of all resources, log and record activity
- Send out emails to remind members to return products
- Track and collect any outstanding items
- Provide updates as needed for the newsletter/website

**Archivist – (Secretary)**

- Maintain chapter documentation/photos and scrapbook

**Greeter/Hospitality/Membership – (Membership)**

- Greet and sign in members and guests at monthly meetings
- Coordinate buddies for guests for each monthly meeting
- Process renewal applications
- Process new member applications
- Process associate member applications
- Prepare name badges for new members, guests and guest speakers
- Send membership packages to prospective members
- Provide updates as needed for the newsletter/website

**Website – (Communication and Technology)**

- Add, monitor and delete web site information
- Update chapter information, meetings and events
- Update Tip of the Month
- Maintain chapter information on national web site
- Provide updates as needed for the newsletter

**Newsletter – (Communication and Technology)**

- Note potential articles from chapter meetings
- Track subscriptions and advertisements
- Follow up on outstanding items that are due
- Write articles and proofread newsletter
- Provide articles/pictures to national for national newsletter

**Programming/Scheduler Assistant – (Professional Development)**

- Support Director of Professional Development
- Make reservations and room arrangements with hotel
- Assist with planning and/or executing special programs
- Create flyers and sign up sheets for special programs
- Help recruit speakers
- Contact hotel and speaker to provide number of attendees
- Research other venues for off-site programs
- Provide updates as needed for the newsletter/website

**Social Event Planner – (Marketing)**

- Plan and organize Summer luncheon
- Plan and organize Holiday breakfast/luncheon
- Plan any other special events for the chapter
- Provide updates as needed for the newsletter/website

**Get Organized Month Committee – (Marketing)**

- Support, organize, publicize all GO month activities
- Provide updates as needed for the newsletter/website

**Photographer – (Marketing)**

- Photograph meetings and events for website and newsletter and archives

**Public Relations – (Marketing)**

- Write press releases and issue to all state media (newspaper, radio, etc)

**Other:** \_\_\_\_\_

**Name & Contact Information:** \_\_\_\_\_