



**Volunteer Opportunities** - NAPO-CT's success is assured by its volunteers! How will you contribute? The headings in **red** describe a small way one person, or a team of people (as indicated) can participate in the management of the NAPO-CT Chapter. Feel free to discuss your interest with any member of the Board.

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***President (Sandra Wheeler)***

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**Volunteer Coordinator (1 person)**

- Approach new members about their areas of interest and strengths to assist in selecting an area for them to volunteer (30 minutes/month)
- Be the central contact person for all volunteer inquiries and provide the President with volunteer nominee names for Board approval (does not include nominees for the Board of Directors) (30 minutes/month)
- Track volunteer information for annual Volunteer Recognition Ceremony in the Spring (30 minutes/month)
- Maintain master list of volunteer opportunities (1 hour/year)

**Chapter Meeting Coordinator (1 person)**

- Create and send electronic invitation using Vertical Response (30 minutes/month)
- Track all RSVPs and provide Membership Director with a final count 3-5 days prior to a Chapter meeting (30 minutes/month)
- Work with President to create Chapter Meeting agenda, make copies and bring to the meeting (45 minutes/month)

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***Secretary (Jen Alden)***

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**Archivist (1 person)**

- Maintain chapter documentation and photos (1 hour/month max)
- Assist with annual archiving (3-4 hours annually)

**Librarian (1 person)**

- Maintain the Chapter Library and listing (1-2 hours per year after conference CDs are received)
- Check member eligibility prior to lending out products (15 minutes/month)
- Coordinate lending of all resources, log and record activity (15-20 minutes/month, usually at monthly meetings)
- Send email reminders before general meetings for members to return products (10 minutes/month)
- Track and collect outstanding items (15-30 minutes quarterly, if needed)
- As needed, submit newsletter articles regarding lending products (15 minutes semi-annually)

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***Treasurer (KB Bryant)***

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**Treasurer Assistant (1 person)**

- Collect money and account for receipt of same at chapter meetings (15 minutes @ monthly meetings)
- Collect and audit receipt from hotel for meeting fee (15 minutes @ monthly meetings)
- Learn Quickbooks and provide other assistance to Treasurer as needed (2-3 hours/year)

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## ***Past President (Cara Brook)***

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### **Nominating Committee (2 people)**

- Call and email chapter members to discuss their skill set and level of interest in being on the Board (1.5 hours/month November – February)
- Assist in collecting nomination forms (time needed rolled into the task above)
- Participate in counting votes at the March Chapter meeting (20-30 minutes at the March Chapter meeting)

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## ***Membership (Cindi Filer)***

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### **Hospitality**

#### **Greeter (1 person or a team of 2 or 3):**

- Greet and sign in members & guests at monthly meetings (30 minutes/month at the Chapter meetings)

#### **Buddy Coordinator (1 person):**

- Assign buddies for guests for each monthly meeting (30 minutes/month prior to the Chapter meetings)

#### **Name Badge Prep (1 person):**

- Prepare name badges for new members and guest speakers (15-20 minutes/month)

### **General Membership**

#### **Application Processor (1 person):**

- Send membership packets to prospective members (15-30 minutes/month)
- Assist with processing new and renewal applications (new applications, not received in October may take 10 minutes each to process, renewal applications received for October may take 2 hours or so in the month of October only)

#### **Exit Interviewer (1 or 2 people)**

- Contact members who leave the Chapter to gain feedback on their reason for leaving, as well as their constructive feedback on the Chapter's strengths and weaknesses (30 minutes/month)

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## ***Communication & Technology (Beth Schlater)***

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### **Website**

#### **Keeping it Current (1 person or a team of 2 or 3):**

- Add, monitor and delete web site information, update chapter information, meetings and events (15 minutes/month)

#### **Tips (1 person or a team of 2 or 3):**

- Write monthly tips for the *Tip of the Month* feature and add to the site (15-20 minutes/month)

#### **Chapter Maintenance (1 person):**

- Maintain chapter information on NAPO national web site (2-3 hours/year)

### **Newsletter**

#### **Article Initiation (1 or 2 people):**

- Pursue potential articles from chapter members / meetings (30 minutes/month)

#### **Advertising Coordinator (1 person):**

- Promote newsletter advertising among members and other organizing industry professionals (30 minutes/month)

#### **Editor (1 or 2 people):**

- Proofread and edit newsletter (1 hour every other month)

**National Liaison (1 person):**

- Provide articles/pictures to national for newsletter (2-3 hours/year)

**Photographer (1 or 2 people)**

- Photograph meetings and events for website, newsletter and archive usage (30 minutes/month)

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**Professional Development (Elaine Johnson)**

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**Programming**

**Hotel Liaison (1 person):**

- Make reservations and room arrangements with hotel, contact prior to meetings with head-count (15 minutes/month)

**Special Programs (1 or 2 people):**

- Assist with planning and/or executing special programs, create flyers and sign-up sheets (as needed, maybe 1-3 hours prior to the event)

**Speaker Recruiting (a team of 2 or 3 people):**

- Help choose speaking topics and appropriate speakers for our Chapter meetings, contact speaker for program description, bio and to give him/her attendee count (Initial planning may take 1-3 hours, then 20 minutes/month for the follow-up)

**Venue Research (1 or 2 people):**

- Research other venues for off-site programs (as needed, maybe an hour of time)

**Social Event Planning**

**Summer Event (1 or 2 people):**

- Plan and organize luncheon or other event for June/July (1 hour/month April – the day of the event)

**Holiday Event (1 or 2 people):**

- Plan and organize Holiday luncheon or other event for early December (1 hour/month October – the day of the event)

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**Marketing**

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**GO Month**

**GO Month Planning (a team of 2 or 3 people):**

- Assist in choosing the chapter activity/activities for GO Month, organize volunteers to participate as well as any external facilities or organizations needed (2-3 hours in August – October)

**GO Month Press (1 or 2 people):**

- Create press releases and distribute to local media via email, make follow-up calls to media outlets for their involvement, provide NAPO national with information about our GO Month activities (2 hours/month November, December, January)

**Photographer (1 or 2 people):**

- Attend GO Month event/events and take pictures for NAPO-CT press and archives, as well as NAPO national press (2-3 hours in January)

**Public Relations**

**PR Specialist (1 or 2 people)**

- Write press releases to announce the incoming Board of Directors, to announce the speakers of upcoming Chapter meetings and other workshops, and other press releases as needed (1-2 hours/month)