



## Volunteer Opportunities

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**Effective: September 11, 2014**

### **Critical Need**

**Committee:** Suppliers Night

**Role:** Sponsor Solicitation

**Details:** Contact Supplier's Night Exhibitors to get advertisements

**Time Commitment:** Immediate, through October 1

### **Critical Need**

**Committee:** House / Programs (Dinner Meetings)

**Role:** AV Set Up at Dinner Meetings

**Details:** Volunteer needed to set up AV equipment at each dinner meeting

**Time Commitment:** 30 minutes prior to each dinner meeting – 4:30-5:30

**Committee:** Hospitality

**Role:** Greeter at Dinner Meetings

**Details:** Several volunteers needed to welcome new people and make sure guests feel comfortable

**Time Commitment:** One hour each month at scheduled events

**Committee:** House / Programs

**Role:** Event Planning / Menu Tasting

**Details:** Volunteer needed to visit venues and help decide on menus for dinner meetings and events

**Time Commitment:** Approx. 6 planning meetings / year and attend each monthly dinner meeting

**Committee:** Newsletter

**Role:** Proof-Reader

**Details:** Proof-read the monthly newsletter

**Time Commitment:** One hour each month

**Committee:** Marketing

**Role:** Sponsorship Champion

**Details:** Volunteers needed to assist in seeking sponsorships for section events, including Suppliers Night. Volunteers will contact companies by phone and email to solicit sponsorship sales.

**Time Commitment:** Flexible. Time most needed is before Suppliers Night (August and September)

**Committee:** Suppliers Night

**Role:** Speaker Organizer

**Details:** Volunteer needed to organize speakers for the morning of Suppliers Night

**Time Commitment:** March each year, and the morning of Suppliers Night (November)

**Committee:** Suppliers Night

**Role:** Social Event Organizer

**Details:** Volunteers needed to organize a social event the night before Suppliers Night

**Time Commitment:** March each year, and the morning of Suppliers Night (November)

**Committee:** Suppliers Night

**Role:** General Volunteer

**Details:** Volunteers to generate ideas for the event

**Time Commitment:** January – June, 2 meetings as scheduled

**Committee:** Membership

**Role:** Student Outreach & Events Subcommittee Leader

**Details:** Volunteer needed to organize and execute student outreach programs and events

**Time Commitment:** 4 hours a month, plus as needed in conjunction with university programs

**Committee:** Membership

**Role:** Membership Outreach – Event Follow-Ups

**Details:** Volunteer needed to send emails to attendees after each Chicago Section event. Volunteer will also create and maintain a basic summary report of each campaign.

**Time Commitment:** 2 hours a month, remote.

**Committee:** Membership

**Role:** General Volunteer

**Details:** Volunteers needed to join a growing committee. 3 new subcommittees have been formed, all will need support!

**Time Commitment:** Various, to fit the need of the volunteer.

**Don't see an opportunity that fits you? Contact us to find the perfect fit!  
All volunteers welcome!**

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