



Volunteer Opportunities: Effective January 9, 2015

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: Golf Outing

Role: Raffle Prize Donation Collection

Details: Contact companies to ask for raffle prize donations

Time Commitment: 30 days prior to golf outing until donations found

Committee: New Professionals

Role: Event Planner

Details: Help plan and execute monthly events

Time Commitment: 2 hours per month

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: Membership Outreach & Events Coordinator (Multiple Volunteers Welcome!)

Details: Plan and Coordinate social / networking events for Members

Time Commitment: 2-4 hours / month and at scheduled events

Committee: Membership

Role: New Member Welcome Caller (Multiple Volunteers Welcome!)

Details: Monthly, call new members to welcome them to the section and tell them about upcoming events and opportunities

Time Commitment: 1-2 hours / month by phone

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.

Committee: Scholarship

Role: Committee members / leaders for Committee's prioritized activities

Details: Participate on collaborative committee to generate ideas and deliver priorities. Provide leadership for committee's prioritized activities (e.g. act as point with Marketing team to promote Section's scholarship activities).

Time Commitment: 3-4 hours per month.

Committee: Marketing / Communications (Social Media)

Role: Professional Development Champion

Details: Volunteer needed to build awareness activities and events via Social Media

Time Commitment: Approximately 2-3 hours a month

Committee: Marketing / Communications (Social Media)

Role: Scholarship/Award Champion

Details: Volunteer needed to build awareness for activities and events via Social Media

Time Commitment: Approximately 2-3 hours a month

Committee: Marketing / Communications (Social Media)

Role: Event Champion (Suppliers' Night, Golf Outing, Social)

Details: Volunteer needed to build section awareness of activities and events via Social Media

Time Commitment: Approximately 2-3 hours a month

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

BusinessOffice@ChicagoIFT.org – (630) 916-4960