



## Volunteer Opportunities: Effective April 28, 2015

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**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: 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: 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!**

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