



Volunteer Opportunities: Effective November 14, 2014

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: House

Role: Chair

Details: Plan locations and menus for 2014-15

Time Commitment: Two hours per month, 6 planning meetings / year and attend each monthly dinner meeting

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: 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 – 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

Role: Marketing Champion

Details: Volunteers needed to act as liaison to committees and working with social media committee.

Time Commitment: 1-2 hours a week.

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

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