



## Volunteer Opportunities

### Contributing writer

4 different writers per issue (multiplied by 6 issues equals 24 writers)

TIME COMMITMENT: 1-2 hours per issue.

DUTIES: Write one article for the newsletter, within the subject matter of that issue's theme if at all possible. Length: 1 page, single spaced, sans-serif, 11 pt.

### Greeter for meetings/ Programs assistant

- Take names at the door, make deposits, fill out the attendance spreadsheet, etc. Training provided.
- Share responsibilities of Programs committee manager and serve as a backup

### Technical coordinator for meetings

- Coordinate the technical side of meetings, such as getting the speaker and audio/visual needs set up.
- Find a laptop, projector, or whatever tools the speaker needs for the presentation.

### Calendar watcher

- Follow up with the different committees for events: Programs, Networking Lunches, Competitions deadlines
- Watch periodicals like Intercom for conferences, phone seminars, and related organizations' meetings in our area.
- Notify Web master

### Job listings watcher

TIME COMMITMENT: 1-2 hours per week.

Example site:

Search Careerboard.com weekly for job postings and submit relevant information via Web form for posting to the NEOSTC Web site <http://cleveland.careerboard.com/>. Sites for search to be designated by Employment Committee.

### Employment committee support

Pick one of the following:

- Review and clean up employment resources on the NEOSTC Web site (links, indexes, resumes, and employment postings). Remove old listings, etc.
- Build relationships with local employers and recruiting, contracting, and staffing agencies; send letters of introduction and chapter/society materials
- Participate in career days at local schools, colleges, and universities; develop standard materials that members can use at career day activities

### NEO STC brochure support

Help Trish & Jessica develop brochures/ tools for advertising purposes & member recruitment.

### Judge

For our competitions. Participate in training if necessary, review materials & entries, attend combined judging session.

### Competitions committee support

Help Beth mail the hardcopies, materials.

