



# HEARTLAND CHAPTER

## **Volunteer Opportunities in the Chapter**

### **Registration at bi-monthly meetings | 1 hour of time per meeting**

Arrive at meeting 45 minutes prior to start

Responsible for handing out name tags, taking money from those who have not paid, writing receipt, selling raffle tickets if item is provided

Max Term: Unlimited

Reports to: Chapter Administrator

### **Education Committee | 1- 2 hours per month**

Assist the Vice President & Director of Education in securing high quality education sessions based upon membership needs

Work with speakers as directed by the Vice President / Director of Education

Assist in maintaining a MPI Heartland Speaker Opportunities Document

Work within allotted budget provided by Board of Directors

Attend conference calls as requested

Max Term: 2 years

Reports to: Vice President of Education

### **Annual Meeting Committee | 2-3 hours per month (varies)**

Assist in the creative, planning & execution of the event

Work within allotted budget provided by Board of Directors

May be asked to assist in the recruitment of speakers, sponsors, exhibitors etc

Assist in event to take place night before annual meeting

Reports to: Committee Chair (to be determined in October)

### **Networking Socials Committee | 1-2 hours bi monthly**

Assist Networking Chairs with planning & executing socials in the Omaha or Des Moines Market

Identify locations for such events

May be asked to assist in recruitment of sponsorship

Reports to: Social Chair

### **Communications Committee | 1-2 hour per month**

Assist in writing newsletter articles

Assist in social media posts

Assist in gathering ideas for website content

Reports to: Vice President of Communications