

# À LA CARTE VOLUNTEER MENU

The key to our Chapter's success lies within its members' professional skills directed into volunteer efforts to achieve the goals of the organization.



MPISSN would like to offer you the opportunity to volunteer on an à la carte basis. Our Chapter seeks to engage each member in a volunteer capacity in order to utilize their individual professional skill set to ensure the ongoing success of the organization. It takes a minimum of 50 members volunteering annually to smoothly carry out the educational programs, luncheons, and special events. MPISSN leadership realizes not everyone can volunteer as a Committee Chair or serve on the Board. However, we hope each member may volunteer his or her own way by taking advantage of the à la carte volunteer menu below. One hour per month of your time volunteering for our Chapter would make a tremendous difference in our Chapter's overall performance. **Please contemplate your volunteer path as you fill out this form. Ask yourself,**

- In what do I excel?
- What do you want to learn?
- Where do you need more exposure?
- Where can you exercise your professional experience to assist a committee to reach their goals?

Each MPISSN member has time constraints due to family, work and personal endeavors. Consider carefully these factors and then calculate the time you have left over to give back to your Chapter. MPISSN leadership wants you to succeed and enjoy your volunteer experience.

## I am able to volunteer on an hourly basis per month, spread out over the course of each month as follows:

These volunteer hours will be spent carrying out the task-specific directions of a Committee Chair or VP:

- |                                  |                                  |                                  |                                  |                                    |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> 1 Hour  | <input type="checkbox"/> 3 Hours | <input type="checkbox"/> 5 Hours | <input type="checkbox"/> 7 Hours | <input type="checkbox"/> 9 Hours   |
| <input type="checkbox"/> 2 Hours | <input type="checkbox"/> 4 Hours | <input type="checkbox"/> 6 Hours | <input type="checkbox"/> 8 Hours | <input type="checkbox"/> 10+ Hours |

## I would like to apply my volunteer hours to the following committee(s):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Annual Event           | <input type="checkbox"/> Nominating  | <input type="checkbox"/> Strategic Alliance |
| <input type="checkbox"/> Audit Committee        | <input type="checkbox"/> Other Special Events Committee<br>(e.g., Crab Feed, new events) | <input type="checkbox"/> Trade Show         |
| <input type="checkbox"/> Awards & Recognition   | <input type="checkbox"/> Professional Development  | <input type="checkbox"/> Website            |
| <input type="checkbox"/> Community Services/CSR | <input type="checkbox"/> Public Relations  |   |
| <input type="checkbox"/> Educational Programs   | <input type="checkbox"/> Publications  |   |
| <input type="checkbox"/> Membership Recruitment | <input type="checkbox"/> Social Media  |   |
| <input type="checkbox"/> Member Retention       |  |   |

## I am interested in volunteering in a LEADERSHIP CAPACITY immediately or in the future:

- |  |   |
|--|---|
| <input type="checkbox"/> Thank you for the opportunity, but I am only interested in volunteering on an à la carte basis. | <input type="checkbox"/> In the future, let me volunteer on a committee first!  |
| <input type="checkbox"/> Chairperson   | <input type="checkbox"/> My volunteer pathway includes my desire to work toward serving in the capacity of a VP Board position for the Chapter. |
| <input type="checkbox"/> I am ready now!   |   |

Volunteer Name: \_\_\_\_\_ Email: \_\_\_\_\_

*PLEASE PRINT IN LARGE BLOCK LETTERS*

Volunteer Phone: \_\_\_\_\_ Years in Meetings Industry: \_\_\_\_\_

Professional Work Title: \_\_\_\_\_

RETURN THIS FORM TO: Lauren Goff, President-Elect

E-mail: [lauren.e.goff@medtronic.com](mailto:lauren.e.goff@medtronic.com)

## MPISSN COMMITTEE DESCRIPTIONS

<p><b>Annual Event Committee</b> — Creates and executes the Annual Event. Includes coordinating donors, entertainment, marketing and event logistics. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Audit Committee</b> — Provides an annual fiscal review, a review of administrative processes, and the financial records. Chair Time Commitment: 10 – 12Hours in August or September plus attendance at Chapter activities.</p>
<p><b>Awards &amp; Recognition Committee</b> — Coordinates award nomination and selection procedure. Evaluates nominees using established criteria and selects award recipients. Presents longevity pins at designated monthly meetings. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Community Services/Outreach Committee/CSR</b> — Selects local charity(ies) for the year. Is the Chapter liaison with the chosen charity(ies). Solicits donations for the raffle prizes, coordinates raffle ticket sales, awards raffle items at monthly meetings. Chair Time Commitment: 2 – 4 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Educational Programs Committee</b> — Creates and executes regular monthly educational programs and is responsible for location selection, speaker and topic selection, speaker coordination and event marketing. Also coordinates on-site logistics. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Membership Recruitment Committee</b> — Develops and oversees the member recruitment program. Keep membership recruitment packets up to date, responds to new member inquiries, works with the Membership Retention Chair to co-host the orientation programs held at scheduled luncheons and workshops. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Member Retention Committee</b> — Develops retention programs, including free networking evening events and roundtable morning programs. Works with Membership Recruitment (see listing above). Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Nominating Committee</b> — Establishes and/or complies with procedures for the nomination/election of Chapter leadership and replacement of vacancies. Immediate Past President chairs. The President Elect is always a member of this committee.</p>
<p><b>Other Special Events Committee</b> — Creates and executes the Mini Golf Tournament and new Crab Feed. Duties include donation solicitation, sponsorship sales, marketing and on-site coordination. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Professional Development Committee</b> — Responsible for coordinating the CMP Study Group and keeping the study group materials/tests up to date. Liaison to the CMM Program. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Public Relations Committee</b> — Organizes and distributes Chapter information to the trade and general press. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Publications Committee</b> — Oversees implementation of editorial policy and production of the Chapter newsletter and printed membership directory. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Social Media Committee</b> — Responsible for timely and pertinent posts regarding Chapter events, news and outcomes via social media (Facebook, Twitter, etc.) Chair Time Commitment: 1 – 2 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Strategic Alliance Committee</b> — Recruits and coordinates event sponsors and key partners. Assist other committees in sponsorship recruitment. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Trade Show Committee</b> — Creates and executes the Table Top Trade Show including vendor recruitment, location selection, and marketing. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>
<p><b>Website Committee</b> — Updates website with current information and news. Posts advertisements on website and assists Chapter Administrator and other committees in keeping content fresh. Chair Time Commitment: 4 – 6 Hours/Month plus attendance at Chapter activities.</p>