



**2009 – 2010 ISES
Minneapolis St. Paul Chapter**

Membership Volunteer Opportunities

Activity Report

Help us keep track of all member and guest activity. Like spreadsheets and numbers, then this is the opportunity for you.

Responsibilities Include:

- Updating the Activity Report in an excel spreadsheet with the following information at least once a month.
 - General meeting attendance
 - Monthly social attendance
 - Enter volunteer and committee participation
 - Enter sponsorship participation
- Improving process and report to make more valuable
- At the end of the year, provide final report to the board concluding how many touch points we've had with our members and statistics.
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Approximate Time Commitment:

- 2-3 hours per month
- Up to 30 hours for the year. Commitment ends once final report is provided to the board in June. *Unless of course you love it so much, you want to offer to do it again the next year.*

Welcome Committee for Monthly Meetings

We are looking for a few good men and women to welcome our new members and guests? This gives you an opportunity to use your wonderful networking skills for welcoming those who may not know

Responsibilities Include:

- Arrive on site 20 minutes prior to registration time to identify new members and make game plan. We will have two "Welcome Volunteers" per meeting.
- Meet and Greet New Members and guests. Usher them into meeting space and introduce them to current members or guests. Then return to registration table once you feel they are comfortable. Depending on event and the new member, you may want to sit with new members once the program begins to continue the process.
- Providing suggestions for improving the process and welcoming our guests

Approximate Time Commitment:

- 3 General Meetings, Approximately 2-3 hours per meeting
- Up to 10 hours for the year

Interested?

Please contact Leslie Larson or Amy Rabe with Membership for more information and to sign-up.

Leslie Larson, leslie@ises-msp.org or 612-330-1019

Amy Rabe, amy@ises-msp.org or 612-548-3194