

ATD GOLDEN GATE CHAPTER VOLUNTEER OPPORTUNITIES

MEMBERSHIP JOBS	
1. ON-BOARDING MANAGER	
PURPOSE	Ensure new members have all the information they need to get involved and benefit from their membership
DESCRIPTION	Ensure new members learn about our Chapter, benefits of membership, and opportunities to engage. Define and manage creative on-boarding programs, and recruit and manage committee to assist
TIME	2-3 hours week, plus event attendance
ONSITE/OFFSITE	Work offsite, with attendance at most events desirable
SKILLS NEEDED	Experience with on-boarding a plus. Ability to manage small team, work independently
REPORTS TO	VP Membership – Please contact Bruce Gross at membership@tdgoldengate.org
SKILLS GAINED	Gain experience running on-boarding, work directly with new members, build your management skills
2. WELCOME COMMITTEE	
PURPOSE	Ensure new members have early touchpoint to feel welcome and are oriented to on-boarding program
DESCRIPTION	Work with the On-boarding Manager to design welcome packet. Contact new members within first 2 weeks of joining, describe Chapter on-boarding program, and establish other interactions in the program. Run monthly orientation online webinars
TIME	2 hours per week after program initialized
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Communication and Phone skills Experience with online meeting tools Communicate well in email
REPORTS TO	On-Boarding Manager – Please contact Bruce Gross at membership@tdgoldengate.org
SKILLS GAINED	Build your Communication and Networking skills, and develop technical skills with online meeting applications
3. NEW MEMBER CONCIERGE	
PURPOSE	Provide new members with single point of contact - help new members navigate their membership
DESCRIPTION	Coordinate with Welcome Committee to contact new members, offer assistance, answer questions, greet at Chapter programs
TIME	2-5 hours per month - varies depending on number of new members
ONSITE/OFFSITE	both
SKILLS NEEDED	good communication skills customer service orientation ability to work independently and take initiative
REPORTS TO	VP Membership – Please contact Bruce Gross at membership@tdgoldengate.org
SKILLS GAINED	Refine Networking and Communications skills - become the "master connector" by helping to bring new members into the ASTDGG

	community.
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4. CORPORATE MEMBERSHIP OUTREACH	
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PURPOSE	Build participation in Corporate Membership
DESCRIPTION	Review event attendees for multiples from one company, contact participants to discuss value of corporate memberships. Provide feedback to improve corporate membership offerings based on interactions
TIME	2 hours per week
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Review event attendees for multiples from one company, contact participants to discuss value of corporate memberships. Provide feedback to improve corporate membership offerings based on interactions
REPORTS TO	VP Membership – Please contact Bruce Gross at membership@tdgoldengate.org
SKILLS GAINED	Develop your selling, presentation and networking skills.

5. PROGRAM DATA MANAGER	
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PURPOSE	Gather and analyze data from events using Wild Apricot metrics
DESCRIPTION	Use available data to create actionable metrics on membership, new members, potential members, outreach. Correlate facts with chapter initiatives. Prepare monthly report for the Board on membership metrics.
TIME	3 hours per week
ONSITE/OFFSITE	Offsite
SKILLS NEEDED	Ability to learn and navigate Wild Apricot membership and event management system. CRM or business analytics experience a plus. Experience with data analysis required. Intermediate level EXCEL, including pivot tables and chart design.
REPORTS TO	VP Membership – Please contact Bruce Gross at membership@tdgoldengate.org
SKILLS GAINED	Interact directly with Board members. Build skills with business analytics. Learn to look at metrics in creative ways.

EVENTS JOBS

1. LOCATION SCOUT

PURPOSE	Find suitable locations for programs and events
DESCRIPTION	Contact local venue managers to determine suitability of venue for topic, number of expected attendees, type of interaction. Visit locations, and maintain log of contacts and location data such as BART access, room size, catering, fees, parking
TIME	2 hours per venue to locate and contact site. Up to 5 hours to visit and survey location. 30 minutes per venue to log information
ONSITE/OFFSITE	OFFSITE
SKILLS NEEDED	Experience with coordinating in-person meetings. Ability to call and visit sites during the business day
REPORTS TO	VP Programs – Please contact Paula Moran at programs@tdgoldengate.org
SKILLS GAINED	Hone your organizational and event planning skills by helping us scout new locations. Try your hand at selling and negotiating too.

2. EVENT ARCHIVE CURATOR

PURPOSE	Gather, organize and post all materials from events
DESCRIPTION	Work with presenters and VP Programs to gather all presentations, videos, posts, etc that were included in a Program. Organize the materials by program for easy access and retrievability and post Chapter website. Create links and notifications to members when new content is available
TIME	1 – 2 hours per event
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Experience with presentation software and familiarity with websites. Ability to learn Chapter website tools
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Learn HTML tagging, different video and audio formats . Learn to curate .

3. SPEAKER RECRUITER

PURPOSE	Find speakers for programs and professional development workshops
DESCRIPTION	Identify local thought leaders and develop relationships to move from interest to speaking at an event. Review upcoming learning and development related events happening in Bay Area and review speaker lists for possible speaking opportunity. Once speaker identified and indicates willingness to speak, refer to VP Programs to define and develop program
TIME	2 – 3 hours per month
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Experience with coordinating in-person meetings. Ability to call and visit sites during the business day
REPORTS TO	VP Programs – Please contact Paula Moran at programs@tdgoldengate.org
SKILLS GAINED	Connect with other Bay Area learning professionals, meet leaders in our industry

4. SPEAKER CONCIERGE	
PURPOSE	Point of contact for speakers
DESCRIPTION	Ccoordinate logistics, speaker bio, photos, presentation desription, etc. For paid speakers, coordinate Statement of Work, contract signing, travel expenses. May introduce speaker at related event.
TIME	5-6 hours monthly, plus event attendance asneeded
ONSITE/OFFSITE	both
SKILLS NEEDED	Attention to detail, drive a checklist of tasks. Time management and timeliness critical
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Work with industry and chapter leaders, gain skills in time management, speaking in front of a group
5. WEBINAR COORDINATOR	
PURPOSE	Run the virtual meeting space during events
DESCRIPTION	Responsible for preparing the virtual meeting space before an event by loading presentations, creating polls, checking audio and video feeds when necessary to ensure they are functioning properly. Before events, producer may need to discuss with presenter or VP Programs to understand program flow and any activities that virtual attendees may need facilitation space to do. Also set up meeting in calendar and provide meeting phone number and URL to chapter admin. During event, checking that all video/audio feeds are running correctly and troubleshooting technical problems.
TIME	4-5 hours monthly, depending on whether event is being simulcast or recorded
ONSITE/OFFSITE	both
SKILLS NEEDED	Comfort with technology, ability to problem solve and remain calm when problems occur during presentation.
REPORTS TO	Please contact Cheryl Hall at cfo@tdgoldengate.org
SKILLS GAINED	Applying ISD skills in virtual setting to replicate in-person experience for online participants. Learn to manage virtual meeting spaces. Develop comfort with technology and solve technical issues under pressure
6. EVENT BADGE COORDINATOR	
PURPOSE	Create personalized name tags for event participants
DESCRIPTION	Create personalized badges for event attendees. Enter attendee information into badge template. Prepare badges, and bring to events . Badge inserts and sleeves provided. Requires access to color printer.
TIME	1-2 hours per event, plus event time
ONSITE/OFFSITE	Both
SKILLS NEEDED	Experience with Word templates, printing from template on light card stock. Timeliness is critical
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org

SKILLS GAINED	More experience with Word, merge, time management, organization skills
7. EVENT COORDINATOR	
PURPOSE	Be point of contact at event location for location staff and vendors (ie AV, catering, location admin, etc.
DESCRIPTION	Onsite event coordinator managed communication with chapter program staff and venue staff. Pre-event communication, as well as onsite before events to address issues prior to event start. Ensure all contracted and requested items are available and working. Contact location staff for help with technical or other vendor related issues during event
TIME	3 hours per event, plus time at events
ONSITE/OFFSITE	both
SKILLS NEEDED	Good written and phone communication skills; attention to detail. Timeliness is critical
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	
8. EVENT CLEANUP COORDINATOR	
PURPOSE	Clean up venue after event.
DESCRIPTION	Coordinate venue clean-up after events. Collect remaining chapter materials, dispose of remaining food/beverages. May also require some room reconfiguration, moving chairs and tables back into previous positions.
TIME	20 minutes per event
ONSITE/OFFSITE	Onsite
SKILLS NEEDED	Ability to lift or move 10/15 pounds
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	
9. VENUE SETUP	
PURPOSE	Ensure room configuration before event
DESCRIPTION	Prepare venue for events. May include any of the following: moving tables and chairs to provide info tables, activity settings, AV tables, speaker podiums, based on diagram provided
TIME	30 minutes before event
ONSITE/OFFSITE	onsite
SKILLS NEEDED	Ability to lift or move 10/15 pounds
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	

10. GREETER	
PURPOSE	Greet guests/attendees
DESCRIPTION	Welcome attendees; show attendees where registration, name tags, information tables, new hire orientation, restrooms, food/beverage are. Engage attendees in conversation about event and upcoming chapter programs
TIME	45 min before program starts
ONSITE/OFFSITE	Onsite
SKILLS NEEDED	Friendly extrovert, customer service oriented, likes being helpful
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Gain comfort talking to strangers, teamwork
11. CATERING MANAGER	
PURPOSE	Ensure that there is food and drink available at events
DESCRIPTION	Essential role to ensure catering of various types is ordered for all events. Follow established guidelines to order catering based on registration numbers you gather chapter web manager. Work with caterers to gather menus, place order, coordinate final numbers.
TIME	1 – 2 hours per event, offsite
ONSITE/OFFSITE	Offsite
SKILLS NEEDED	Essential role to ensure catering of various types is ordered for all events. Follow established guidelines to order catering based on registration numbers you gather chapter web manager. Work with caterers to gather menus, place order, coordinate final numbers.
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Learn event coordination from the inside
12. EVENT LOGISTICS MANAGER	
PURPOSE	Makes sure all logistics are in place for an event
DESCRIPTION	Manage all details for events. Work with the event team to book venue, confirm AV needs, confirm catering, confirm room setup, coordinate with venue contact.
TIME	30 minutes to an hour per event
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Organized, ability to run a checklist, timeliness critical
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Learn event coordination from the inside

13. REGISTRAR	
PURPOSE	Check in attendees and collect outstanding payments
DESCRIPTION	Use established procedures to check in event attendees, including badge distribution and collection, collecting at-the-door payments, offer new member discounts, verify attendance. Opportunity to attend most events and work at Workshops
TIME	3 hours per event, includes attending Program
ONSITE/OFFSITE	onsite
SKILLS NEEDED	Handle cash, knowledge of onsite registration process, friendly extrovert. Ability to attend most events. Attention to detail and timeliness critical
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Tune up your networking, communication and organizational skills! As an ASTDGG Registrar, you will interact with everyone who attends our meetings and workshops!
14. ROLLING PRESENTATION MANAGER	
PURPOSE	Creates the PPT used at all events to inform attendees about upcoming events.
DESCRIPTION	Coordinate information from all groups - SIGs, GIGs, upcoming programs, special announcements, into a rolling powerpoint presentation that runs at every chapter event, but is modified monthly. Work with many chapter members/managers to assemble information
TIME	1 – 2 hours per event
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Powerpoint expert required. Timeliness essential.
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Learn more about the Chapter, polish your powerpoint skills
15. EVENT MASTER OF CEREMONIES	
PURPOSE	Bring program to order; announce speakers
DESCRIPTION	Work with VP of programs to create introduction for speakers; start program; call for announcements; introduce speakers; close meeting
TIME	30 min per event, up to 3 hours or more to close the event
ONSITE/OFFSITE	both
SKILLS NEEDED	experience with public speaking, friendly extrovert
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Comfort speaking in front of a group; networking with speakers/presenters

16. EVENT MATERIALS MANAGER	
PURPOSE	Prep event table with literature, other materials
DESCRIPTION	Arrive before participants; identify and set up table with chapter materials including brochures, other ASTD materials and materials from sponsor/speaker where appropriate; clear table at end of event; answer questions from participants about materials available
TIME	3 hours per event
ONSITE/OFFSITE	onsite
SKILLS NEEDED	communication skills, organized, work well on a team, customer service
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Networking; comfort talking with strangers; knowledge of ASTD programs/offerings
17. PROGRAM MANAGER	
PURPOSE	Coordinate execution of program events
DESCRIPTION	Develop event ideas, manage logistics and other requirements.
TIME	3 hours per event
ONSITE/OFFSITE	Both
SKILLS NEEDED	organizational skills, attention to detail, customer service, communication skills
REPORTS TO	VP Programs – Please write to programs@tdgoldengate.org
SKILLS GAINED	Put those great organizational skills to work and build your communication skills as a Program Manager.

CHAPTER INTEREST GROUPS JOBS

1. SIGs & GIGs COORDINATOR

PURPOSE	Serve as the liaison between existing GIG'S and SIG's and the Board
DESCRIPTION	Develop a professional relationship with the leadership of every SIG and GIG. Establish a routine communication pattern with every SIG and GIG. Serve as the primary point of contact between the Board and the SIG's and GIG's. Participate in the planning processes of all SIG's and GIG's.
TIME	10 hours per month
ONSITE/OFFSITE	Both
SKILLS NEEDED	Understanding of ASTD National standards for SIG's and GIG's. Understand the ASTD National support resources for SIG's & GIG's (Chapter Interest Group Toolkit.); Understand the chapter standards for SIG's GIG's; Project management.
REPORTS TO	Past President – Please contact Cheryl Hall at cfo@tdgoldengage.org
SKILLS GAINED	Communication skills, project management, networking, organizational skills

2. SOCIAL MEDIA & LEARNING SIG LEAD

PURPOSE	Manage Social Media & Learning SIG processes and procedures.
DESCRIPTION	Come up with event ideas, recruit ASTDGG members to join the SIG, interface with other SIGs and the ASTDGG program team
TIME	3 hours per month
ONSITE/OFFSITE	Both
SKILLS NEEDED	Understand SIG processes and procedures. Project Management.
REPORTS TO	Past President – Please contact Cheryl Hall at cfo@tdgoldengage.org
SKILLS GAINED	Communication skills, project management, networking, organizational skills

3. MENTORING SIG LEAD

PURPOSE	Manage Mentoring SIG processes and procedures.
DESCRIPTION	Come up with event ideas, recruit ASTDGG members to join the SIG, interface with other SIGs and the ASTDGG program team
TIME	3 hours per month
ONSITE/OFFSITE	Both
SKILLS NEEDED	Understand SIG processes and procedures. Project Management.
REPORTS TO	Past President – Please contact Cheryl Hall at cfo@tdgoldengage.org
SKILLS GAINED	Communication skills, project management, networking, organizational skills

4. COP MANAGER	
PURPOSE	Manage community outreach program and processes and procedures.
DESCRIPTION	Manage COP processes and procedures. Manage contract process with non-profits. Support COP Project Leads. Ensure payments of project through Chapter CFO. Maintain COP records.
TIME	1 – 2 hours per week when projects are in process.
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Understanding of COP processes and procedures. Project Management.
REPORTS TO	Please contact Paul Anjeski at president@tdgoldengate.org.
SKILLS GAINED	Communication skills, project management, networking, organizational skills

5. CPLP SIG LEADER	
PURPOSE	Start up a SIG for CPLP activities
DESCRIPTION	To nurture and encourage members or potential members to achieve CPLP credentials through a study group, or mentoring by CPLPs
TIME	2 hours per week
ONSITE/OFFSITE	both
SKILLS NEEDED	Must be CPLP certified, and willing to serve as mentor for those seeking CPLP credential
REPORTS TO	Past President – Please contact Cheryl Hall at cfo@tdgoldengage.org.
SKILLS GAINED	Communication skills, project management, networking, organizational skills

4. STUDENT SIG LEAD	
PURPOSE	Establish student SIG's as recognized groups at higher education organizations.
DESCRIPTION	Develop a working relationship with the ASTD National Higher Education Community Manager. Identify higher education organizations for possible SIG development. Launch four student SIG's.
TIME	20 hours per month
ONSITE/OFFSITE	both
SKILLS NEEDED	Understand the ASTD National support resources for student SIGs's (Students and New Professional Ideas Book. Chapter Interest Group Toolkit.) Comfortable reaching out to higher education administrators, faculty, and staff and promoting the mutual benefit of a student SIG at their institution. Understand the requirements of and the processes for chartering a student group on a campus. Serve as a liaison between student groups in the chapter board.
REPORTS TO	President-Elect – Please contact Alan Montague at preselect@tdgoldengate.org.
SKILLS GAINED	Communication skills, project management, networking, organizational skills

LEADERSHIP JOBS

VP TECHNOLOGY

PURPOSE	Provide oversight for existing chapter technologies, recommend and evaluate systems as needs arise.
DESCRIPTION	Wild Apricot Administrator reports to this Board position. Responsible for acquiring, recommending, evaluating technologies in support of chapter initiatives. Includes systems for online meetings, simulcast/podcast, telecom, AV, website, event management, as needed. Participant as full voting Board member, this volunteer joins the Board through process described in Chapter bylaws
TIME	3+ hours/month with Board meetings 2-3 hours monthly on Technology ~2 hours month attending Chapter events in Board role
ONSITE/OFFSITE	both
SKILLS NEEDED	Familiarity with broad range of technologies. Experience evaluating systems, making recommendations based on needs analysis and requirements
REPORTS TO	President – Please contact Paul Anjeski at <u>president@tdgoldengate.org</u>
SKILLS GAINED	Board position

MARKETING JOBS

1. AFFILIATE RELATIONSHIP MANAGER

PURPOSE	Build partnerships with other, similar organizations to build chapter network, membership and programs
DESCRIPTION	identify affiliate organizations, build relationships, develop joint membership programs as appropriate, attend affiliate programs
TIME	varies - 5-10 hrs/month depending upon activity
ONSITE/OFFSITE	Both
SKILLS NEEDED	Ability to network, collaborate, take initiative - good communication skills
REPORTS TO	Please contact Terry Barton at profdev@tdgoldengate.org
SKILLS GAINED	Refine Networking and Communications skills - become the "relationship builder" by partnering with like organizations.

2. GRAPHIC DESIGNERS – PRINT MEDIA

PURPOSE	Provide attractive, professional looking posters, brochures, campaign flyers
DESCRIPTION	Design and produce posters, brochures, campaign flyers
TIME	2 hours/month
ONSITE/OFFSITE	offsite
SKILLS NEEDED	graphic design skills; familiarity with graphic design software
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Build collaboration, networking and contracting expertise while developing your portfolio

3. EVENT DESCRIPTION AND ANNOUNCEMENT WRITER

PURPOSE	To create engaging and informative material used as the foundation for promoting events
DESCRIPTION	Based on the information provided by an event organizer: <ol style="list-style-type: none">1. Submit completed event planning forms to the Wild Apricot administrator.2. Answer Wild Apricot administrator questions about event promotions.3. Modify event planning information as required
TIME	2 hrs per event (1-3 events per month)
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Excellent command of language and grammar; Experience creating messaging that builds interest and grabs attention.
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Build your portfolio while you develop collaboration, contracting, networking and organizational skills

4. SOCIAL NETWORKING MANAGER	
PURPOSE	Manage and coordinate social media campaigns for the Chapter
DESCRIPTION	Post regularly in our LinkedIn groups, Facebook, and coordinate with Tweeters to build online communities.
TIME	2-3 hours/month
ONSITE/OFFSITE	offsite
SKILLS NEEDED	An understanding of and experience in how to use social media for marketing purposes
REPORTS TO	President – Please contact Paul Anjeski at <u>president@tdgoldengate.org</u>
SKILLS GAINED	Leadership skills, marketing using social media
5. TWEETERS	
PURPOSE	Raise ASTDGG profile and engage with members and non-members alike
DESCRIPTION	Help raise ASTDGG profile; create follower campaign; create ways to attract new members; live tweeting at programs and events; share articles relevant to the L&D community; follow ASTD National and other related associations
TIME	1-2 hours /week; and during live events
ONSITE/OFFSITE	Onsite and offsite
SKILLS NEEDED	Knowledge of using Twitter and 3rd party platforms (e.g., TweetDeck or Hootsuite) have own Twitter account
REPORTS TO	President – Please contact Paul Anjeski at <u>president@tdgoldengate.org</u>
SKILLS GAINED	Research skills; marketing using social media; community building skills

MISCELLANEOUS - JOBS THAT DEFY CATEGORIES

1. MEMBER INTERVIEWER

PURPOSE	Give members another avenue to engage, be recognized
DESCRIPTION	Interview members for various communications: newsletter, member corner, member of the month, testimonials. Highlight achievements, recognize successes
TIME	3-4 hours monthly
ONSITE/OFFSITE	offsite, perhaps onsite for photo or in-person engagements
SKILLS NEEDED	Journalism background a plus.
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Have fun while you boost your networking and communication expertise

2. CHAPTER GAMEMASTER

PURPOSE	Energize programs, professional development workshops and online presence with games/gamification
DESCRIPTION	Develop and manage games or gamification elements such as badges, leaderboards, points programs that can be deployed at events and online for ASTD Golden Gate programs; run game programs and provide information to board about participation/membership growth from games
TIME	2-3 hours monthly
ONSITE/OFFSITE	Both
SKILLS NEEDED	Knowledge of gamification principles; familiarity with technology to run games, badges, points systems
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Experience with games and gamification; networking; evaluation of impact on participation and memprship

3. PHOTOGRAPHER

PURPOSE	Document Chapter events and activities through photographs of the participants, venues, etc. Create and maintain a digital photography repository where digital photo files can be accessed by other Chapter volunteers for such purposes as web site, newsletter, presentations
DESCRIPTION	<p>Take digital photographs at Chapter events, programs, and gatherings. Capture the essence of the event in the photographs, as well as the volunteers, members, guests, and speakers/facilitators.</p> <p>Perform minor digital editing of photographs to refine and clean-up images and size the files for appropriate media.</p> <p>Create and maintain a digital photography repository and library, organize and store all digital photographs/assets. Consult with other Chapter volunteers and contractors so they can find and access the digital photos for use in a variety of media such as newsletter, brochures, web site pages, marketing collateral, etc.</p> <p>Develop an archive and retention strategy to store original/master copies of photo files and the length of time the Chapter will retain photo files.</p>
TIME	4 – 6 hours/month
ONSITE/OFFSITE	Both

SKILLS NEEDED	Experience taking and editing digital photos. Need to have a digital camera and be proficient using it. Familiarity with digital photo file storage and archiving utilities and systems.
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Practice your hobby and work with your photos in new ways while you develop contracting, networking and other technical skills.
4. ANNUAL SURVEY MANAGER	
PURPOSE	Ensure membership is surveyed annually
DESCRIPTION	Develop survey, distribute to Board for review, Run survey, perform analysis, report on outcomes
TIME	20 hours in Q3
ONSITE/OFFSITE	offsite
SKILLS NEEDED	Knowledge of survey creation, familiarity with survey monkey to create survey and analyze results.
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	Put your analytical expertise to use as you build contracting, negotiating, communication and customer service skills.
6. MENTORS	
PURPOSE	Give experienced members opportunities to coach new members (e.g., shadowing, learning from the experienced person)
DESCRIPTION	Coach/mentor newer Chapter members; share industry experience; show new members what the Chapter offers. Each mentor coaches one member at a time
TIME	2-3 hours/month
ONSITE/OFFSITE	offsite
SKILLS NEEDED	5+ years of experience in L&D field. A passion for assisting new members/young professionals.
REPORTS TO	President – Please contact Paul Anjeski at president@tdgoldengate.org
SKILLS GAINED	1-1 coaching and learning experience/contribution to the community