# Volunteer Opportunities

| Portfolio | Task | Description |
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| Board | Elections Committee | Manage the annual elections and nomination process. |
| Board | Volunteer Coordinator | Coordinate volunteer activities, volunteer signup and assignment. |
| Board | Regional Liaison | Facilitate and coordinate chapter activities in areas outside of Regina. Help grow the BA community in Saskatchewan. |
| Board | Documentation | Participate in workshops to develop or update board and chapter documentation. This includes checklists, how to, process, policy. |
| Education | Study Group Facilitation | Facilitate certification study groups. The study group determines duration, times (nights, weekends, etc.). |
| Education | Guest Speaker Coordinator | Coordinate speaker callout process. Maintain speaker availability and contact list. |
| Education | Bursary Program Setup | Determine the setup requirements for a scholarship bursary. Establish the eligibility and selection criteria. |
| Education | Bursary Program Review | Participate on a review board for selection of bursary award winner. |
| Marketing | Website Review | Participate as part of a team to review the chapter website for consistency and accuracy. Provide recommendations to the board and technical support team. Review changes as they are made. |
| Marketing | Website Technical Support | Update website content as required by the board. This includes addition of monthly events, changes to board and sponsors, etc. |
| Marketing | Membership Communication | This work may be performed by multiple volunteers.<br>-Review communications for clarity, grammar and consistency<br>-Maintain chapter mailing lists on Mailchimp<br>-Create and maintain communication templates in Mailchimp<br>-Create and send communications from Mailchimp<br>-Create and manage events in Picatic<br>-Publish events to Facebook and LinkedIn Accounts |
| Marketing | Surveys | Develop and modify surveys using Fluid Survey as required by the board. |
| Marketing | Newsletters | Develop newsletters to membership with direction from board members on content. |
| Member Engagement | Event Coordinator | Manage an individual event based on a checklist provided. Ensure that the various portfolio and volunteer positions complete their activities. Keep the event on track and running smoothly. May need to pick up or deliver items (or arrange for someone else to do so). |
| Member Engagement | Event MC | Facilitate the session. This includes, welcoming everyone, introducing the guest speaker and making announcements and thank-you's. |
| Member Engagement | Event Name Tags | Print the name tags and registration list for the event. Include these in the Event Registration Package and make available for the day of the event. |
| Member Engagement | Event Registration Desk | Setup banners and registration desk. Greet guests as they arrive. |
| Member Engagement | Event Attendance Tracking | Record attendance of members for CDUs in online tracking tool. |
| Member Engagement | Membership Tracking | Process monthly updates from IIBA International. Produce reports for the board. |
| Member Engagement | Venue Coordinator | Review venues and establish an information/contact list. Coordinate reservations and menu selections for chapter events. |
| Secretary / Treasurer | Financial Bookkeeping | Maintain the financial records of the chapter using QuickBooks. Record payments, receipts, deposits. Perform monthly reconciliation. |