

# Get Up! Get Active! Get Involved!



The [insert group name] needs your expertise. The [insert group name] has the following opportunities available:

## Conference Planning Committee Member

- Reviews speaker applications
- Provides input into future conference speakers and topics
- Serve as the roundtable coordinator and poster session coordinator
- Welcomes and introduces speakers at the annual conference



## Treasurer

- Manages all treasuries for the [insert group name]
- Signs all checks
- Submits an annual financial statement to the National Office
- Chairs the finance committee



## Webmaster

- Develops and maintains content and oversees day-to-day management of the [insert group name] website
- Creates and edits web pages
- Assures quality integrity of web pages

## Chapter President

- Serves as Chief elected officer of the [group name]
- Presides at all meetings of the Executive Board
- Implements all policies as approved by the Board
- Appoints all members of standing committees



## How can you get involved?

Fill out the volunteer sign up sheet or contact [insert contact name] @ [insert phone number] or [insert email].

Stay active in your [insert group] by volunteering today!