

SUPPORTING WITH MORE TIME TO GIVE

ADMIN SUPPORT COMMITTEE

ADMIN SUPPORT CHAIR

Leadership Board Position*

2 to 3 hrs/**mt**h (excluding meetings)

*Leadership Board Position: attend 10 mtgs/yr. (8 by ZOOM and 2 IN PERSON). Of course, we consider exceptions.

This is a new position. You could be the one to get the ball rolling in the way you envision!

Oversees the following jobs. One person may be involved with one or more jobs.

- Volunteer Coordinator **new**
- Updating Files
- JotForm Platform: Creating forms for membership, shows, and more, with yearly updates to shows.
- Historian

You do not have to be a part of each job.

If you're working with members on a specific job, you are asked to meet with them between regular meetings to plan and coordinate their work. Keep the President updated on your progress.

VOLUNTEER COORDINATOR

2 to 4 hrs/**mt**h

This is a new job. You could be the one to get the ball rolling in the way you envision!

- Contacts members who have expressed interest in volunteering and keeps track of available volunteers for other teams as needed. You will receive a membership list showing each member's volunteer interests.
- Research incentives for having people EXCITED ABOUT SUPPORTING THE GUILD with their Body/Brain.
- Looking at various places to obtain volunteers (need to be 18+) such as colleges and businesses.

UPDATING FILES 5hrs/yr

- Contact each Board and Committee member once a year to update their Job Description and Guideline.

JOTFORM DESIGN 3 to 5 hrs/**mt**h when creating - Depending on experience.

- We use the **JotForm platform** for all of our forms.
- Once the form is created, yearly updates are needed to the Membership and Show fo

HISTORIAN 1 hr/mth

- Put minutes, show info, and any other important items on the DRIVE.
- Digitalize old files.