

## **CCC-APT Volunteer Opportunities – July 2011**

The Chapter needs and invites your support in one or more of the following activities:

### **1. Program Committee**

The program committee meets in July/August to identify and invite speakers for the season that begins in September. The pattern is 4-5 meetings by phone, on a mutually convenient evening, for 60-90 minutes each. Background materials (goals and process used in the past) are distributed in advance, to be adapted by the new committee to its priorities. After topics/speakers have been identified and contacted, only occasional meetings are needed during the season to orient emcees or support arrangements for a speaker prior to the program. Two to three new volunteers are needed at this time to enhance the existing committee. No prior experience necessary, but the team needs you to be very interested in the kind of topics, the quality, and the variety of programs chosen. You'll work as part of a learning team with a great group of type-minded people. Richard Hendrickson and Jeanie Hagen-Greene have fine tuned the guidelines for the process to help this go smoothly for all involved.

### **2. Registration Table**

Julie Wright has created an efficient system for operating the registration table, greeting attendees, accepting fees, issuing receipts, and delivering the income and records to the treasurer. Volunteers are needed to assist Julie, enhance the process, and potentially free her to attend to other duties on program days. You must be available to arrive at the meeting site for set-up around 8 a.m. No previous experience is necessary, and you may volunteer to help at one or more meetings, but help is definitely needed on a rotating or regular basis. This is a great way to meet our members and visitors and help them feel welcome.

### **3. Refreshments**

Jeanie Hagen-Greene, Karen Newquist, and Darlene Lowrey-Eaton have developed a system for providing our own refreshments at our meeting site, the Sutter Galleria (UC Davis Extension). This includes purchasing rolls, fruit, etc. the day before a program, then setting out the refreshment table and preparing coffee the morning of the program, and putting things away afterward. This activity also needs a lead; anyone may volunteer to help at one or more meetings, but we want to hear from you now.

### **4. Marketing and Publicity**

A new Marketing Committee has just been formed that will focus on creating strategies to spread the word about CCC-APT programs and other services. This includes raising awareness of the benefits of new insights about personality type for meeting today's organizational and personal challenges. The committee also plans to target new audiences and assist in creating the monthly flyers, Constant Contact email messages, and postings to the CCC website and social media. If this area interests you and/or you have talent, experience in marketing or publicity, please contact Jackie Riley or any board member ([board@ccc-apt.org](mailto:board@ccc-apt.org)).

## **5. Membership -- Communicating directly with members, visitors, and potential attendees**

This is another function receiving increased attention by the board: welcoming new members, staying in touch with current members to know of their interests and availability for more involvement, contacting former members to learn about their satisfactions and any disappointments, assisting with marketing strategies to reach new audiences, etc. The person(s) creating this role could help those responsible for registration (currently Julie), those keeping CCC's Database of names and addresses current (currently Clare), or could become a Volunteer Coordinator who is aware of who might be available to help with specific functions or needs prior to each program.

## **6. Summarize Evaluations**

This means tallying responses from the written evaluations promptly, before end of the week after each program, then sending the results to the speaker, the program committee, and board of directors. Templates to facilitate scoring are available. Like being a member of the program committee or serving as an MC, this is another way of having direct contact with one or more of our speakers. This role could be done at home by one person, shared by two or more, or done on a rotating basis.

## **7. Screening Recordings**

This involves listening to recorded programs and noting where there are natural breaks or sound glitches that need to be corrected. Tim Eliseo has offered to insert 'chapter breaks,' to make it easier to navigate through a recording if others help the process by reviewing the most popular presentations. This too can be done at home on your own computer or other device and on your own schedule.