

Volunteer Descriptions and Roles

REGIONAL CHAIR/CO-CHAIRS

Duties/Tasks	
Time Commitment	4-5 hours/month (with increased hours prior to regional activities)
Suggested Term	24-month term with option to continue for a second 24-month term
Description	A Regional Chapter Chair or Co-Chair is responsible for managing a GMN Regional Chapter. This includes recruiting and supporting volunteers, serving as liaison to the GMN staff, and building local partnerships that support the Regional Chapter’s work.
Benefits/Skills Development	<ul style="list-style-type: none"> Volunteer management Project management Public speaking Event planning
Key Responsibilities	<ul style="list-style-type: none"> Recruit and manage volunteers responsible for meeting planning, engaging members in regional activities, and communicating and promoting regional activities. Work with the regional team to develop an annual plan and schedule for regional activities. Chair regional meetings. Serve as liaison to the GMN staff including participation in periodic calls and meetings with other regional chairs. Build relationships with local partners like member organizations and regional associations of grantmakers who may be able to donate meeting space and catering and/or promote GMN chapter activities and further GMN’s strategic goals and mission. Manage approval and processing of GMN’s meeting expenses including speaker fees and catering. Serve as back-up for volunteers unable to complete their assignments. Ensure a successful transition to new leadership at the end of the volunteer term.
Supported by the Following Groups	<ul style="list-style-type: none"> Regional Committee of volunteers responsible for meeting planning, communications, and member engagement. Other Regional Chairs – all GMN chapter leaders are connected via an online group to share advice, ideas, and help with problem solving. GMN Staff – GMN has dedicated staff to support GMN chapter needs and efforts. All new volunteers will receive training from GMN staff and will have access to a written guide on common regional processes and practices.

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REGIONAL CHAPTER POSITIONS

Duties/Tasks	Regional Communications Lead	Regional Membership Lead	Regional Program Lead	Regional Program Team Member
Time Commitment	4-5 hours/meeting	2-3 hours/month	8-10 hours/meeting	8-10 hours/meeting
Suggested Term	24 months	24 months	24 months	24 months
Description	The Communications Director is responsible for promoting regional meetings and working to engage new and existing regional members in GMN activities.	The Membership Director develops and implements strategies that increase the attendance and participation of existing regional members in GMN regional chapter activities including encouraging non-GMN members attending regional meetings to become members.	The Program Lead manages a team to plan and execute GMN regional meetings.	A Program Team Member develops and facilitates engaging program content for GMN Regional Chapter meetings.
Benefits/Skills Development	<ul style="list-style-type: none"> Marketing Writing Event planning 	<ul style="list-style-type: none"> Marketing Problem solving Strategic thinking Communication 	<ul style="list-style-type: none"> Event planning Project management Public speaking 	<ul style="list-style-type: none"> Event planning Project management Public speaking
Key Responsibilities	<p>a) Send welcome communication to new regional members.</p> <p>b) Creatively promote regional meetings through regional associations of grantmakers and other regional partners.</p> <p>c) Investigate and implement methods for sharing meeting content/discussions with members unable to attend the meeting including use of GMN's online community groups.</p> <p>d) Ensure a successful transition to new leadership at the end of the volunteer term.</p>	<p>a) Develop annual plan for member engagement.</p> <p>b) Develop and implement strategies to encourage non-member meeting attendees to become members.</p> <p>c) Recruit and train one-time and ongoing volunteers for the region.</p> <p>d) Collaborate and coordinate with national efforts to grow and engage GMN's membership.</p> <p>e) Ensure a successful transition to new leadership at the end of the volunteer term.</p>	<p>Manage a team of volunteers that:</p> <p>a) Surveys membership to determine topics of interest.</p> <p>b) Develops program content and collaboratively plans with the regional volunteer team to finalize the meeting logistics and agenda.</p> <p>c) Recruits speaker(s), if needed.</p> <p>d) Coordinates presentation set-up including presentation technology if needed</p> <p>e) Introduces speaker(s) and facilitates program portion of the meeting agenda.</p> <p>f) Ensures a successful transition to new leadership at the end of the volunteer term.</p>	<p>Works with Program Lead and other team members to:</p> <p>a) Survey membership to determine topics of interest.</p> <p>b) Develop program content and collaboratively plan the meeting logistics and agenda.</p> <p>c) Recruit speaker(s), if needed.</p> <p>d) Coordinate set-up of presentation including required technology if needed.</p> <p>e) Introduce speaker(s) and facilitate program meeting agenda.</p> <p>f) Ensure a successful transition to new leadership at the end of the volunteer term.</p>

MICRO-VOLUNTEER ONE-TIME/SHORT-TERM OPPORTUNITIES

Volunteer Role	Duties/Tasks
Facilitator/Discussion Leader	Primarily responsible for ensuring the meeting runs smoothly. May be asked to prepare a conversation topic for a meeting and leads a group discussion offering productive questions and prompts to keep the discussion moving. Depending on the meeting format and timeframe, the facilitator can be the MC for the entire meeting or delegate this responsibility to others for specific segments of the meeting.
Greeter	Welcomes attendees at regional meetings and is informed on how to direct new attendees on the steps to become a GMN member. If the greeter can help to introduce new members to seasoned members who can informally “mentor” the new member, this extra personalization may intrigue new members to participate in future meetings and or volunteer with GMN.
Host	Provides the meeting space for a regional meeting and facilitates the meeting logistics with the regional co-chairs (e.g. technology, catering).
Nametags and Attendee List	Receives the RSVP list from either a volunteer or a regional chair and prepares nametags for the confirmed members to bring to the meeting. Prepares a Sign-in Sheet for attendees to complete as they walk in or pass around the Sign-in during the welcome and introductions segment.
Note taker (Secretary Position)	Takes the meeting minutes highlighting major announcements or key points from the program session for those not able to attend.
RSVPs Handler	Serves as the contact point person for members to send their RSVPs and answers general meeting questions from attendees.
Scheduler	Updates the regional calendar on the online community with upcoming meetings and ensures that meetings are being planned on dates that do not conflict with other GMN activities.
Speaker	Leads a prepared presentation (PowerPoint, roundtable, etc.) on a topic approved by the regional chair or co-chairs and provides appropriate handouts to support the topic and overall presentation.
Speaker recruiter	Researches potential speakers who have expertise in the interest areas of regional members and actively reaches out to these individuals to secure them for upcoming regional meetings.
Time Tracker	Responsible for seeing that the meeting begins and ends in a timely manner.
Web manager	Posts meeting materials and/or minutes to the GMN community following or in advance of the meetings and updates the national regional page with current appropriate information.