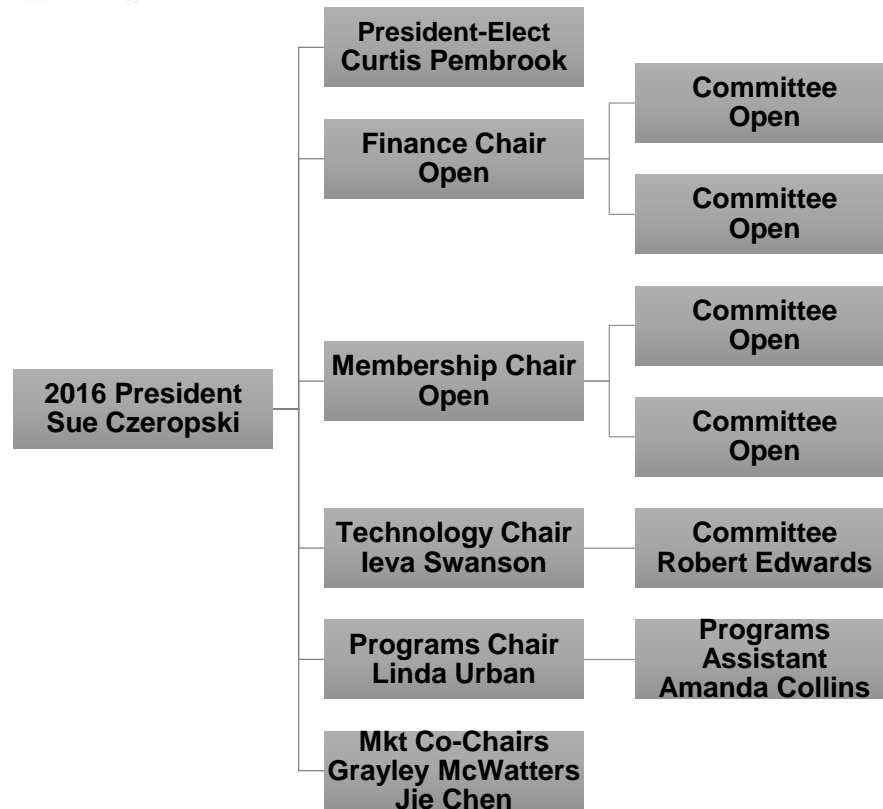




Bay Area/Boise State Chapter



The Chairs and VPs (the board) run the Chapter. Committee members perform tasks and services for the Chairs. The major tasks for each function would include:

Finance

- Reconcile bank & PayPal statements
- Prepare financial report for board
- Monitor event registration payments
- Manage Accounts Receivable/Payable

Membership

- Plan and execute membership drive
- Champion recruitment of members for both the local ISPI BABS chapter and ISPI international
- Identify prospective organizations for membership outreach
- Organize/conduct a social activity
- Initiate talks with faculty at colleges and universities
- Welcomes new members

Technology

- Maintain social media site, membership software, volunteer collaboration and document storage platform
- Trouble shoot technology issues
- Research new technology

Programs

- Plan and deliver chapter programs
- Recruit speakers
- Facilitate webinars
- Manage events page on website

Marketing

- Produce chapter newsletter
- Write event announcements
- Create marketing collateral
- Publicize events through social media

These are the current volunteer positions the chapter has open as of June 20, 2016. If you are interested in volunteering but don't see a specific position that meets your interests, feel free to get in touch to discuss ways to contribute to the chapter.

Please note that the interested candidate must be a current member to volunteer. If you are interested in learning more about the Chapter or in volunteering, send email to: ISPIBay@gmail.com. In the case of volunteering, we will need your name, your interest and how much time you can commit to per month! Come and join us! We are a lot of fun to work with!