

STNC Volunteer Bank

Greeters at Sign In Tables at Meetings

- *arrive 15-30 min early
- *have people sign the sign-in sheets
- *hand out agendas
- *answer basic questions
- *redirect people to board/committee
- *direct stakeholders to handout table
- *clean up handout table
- *bring displays from STNC office
- *place displays at meetings when requested
- *return displays to STNC office

Sound System - Microphones for meetings

- *Transport Equipment to and from meetings
- *Set Up and Take Down equipment
- *Keep Microphones working during meeting
- *Report equipment problems to Logistics Mgr

Meeting Minutes

- *Take minutes at committee and board meetings
- *Type minutes & send to STNC office
- *Make sure sent to STNC office for posting to web site

STNC sponsored event flyers, postcards

- *Compose copy for flyers
- *Prepare for print - this means design/layout
- *Get copies & arrange delivery - (see below mailing/distribution)
- *Interact and support committees, teams and outreach
- *Coordinate costs within budget with responsible board, committee, team leader

STNC co-sponsored event flyers, postcards

- *Compose copy for flyers with co-sponsor
- *Get STNC chairman or board approval
- *Prepare for print - this means design/layout with co-sponsor
- *Get copies & arrange delivery/distribution*** with co-sponsor
- *Interact and support various committees and teams
- *Coordinate costs (including shared costs)
within budget with responsible board, committee, team leader
- ***See STNC USPS Mailings & Flyer Distribution below

STNC web site

- *Assist with content composition (writing copy) for the web site
- *Solicit feedback from committees on the site contents
- *Suggest, collect and coordinate items for the site

- *Clear major decisions STNC Chairman, committee or team
- *Coordinate costs within budget with responsible board, committee

STNC USPS Mailings & Flyer Distribution

- *Arrange details (logistics) for any mailings to STNC list
- *Arrange details (logistics) for any flyers placed into local paper
- *Arrange details (logistics) to get flyers into hands of volunteers
- **Details include pick up from printer, dividing up, transportation (heavy lifting), copy of STNC list for processing by mailing house, confirmation and arrangements for payment of costs to USPS and others

Daily News Meeting Notice (currently handled by Corresponding Secty)

- *This is a "no cost" placement
- *Collect notice info
- *Compose info
- *Get info into the Daily News Monthly via e-mail
- *Check that info gets into Daily News and archive a copy @ STNC office

Local Newspapers, Newsletters, Etc.

- *Important: Get approval from Treasurer for any ad costs in advance
- *Compose "teaser" copy for monthly ad
- *Create monthly ad for the paper to their specifications (design/layout)
- *E-mail to newspaper, confirm receipt
- *Arrange details regarding payment for ad, sign agreement, pay cost
- *Check that info gets into Daily News and archive a copy @ STNC office

Handling Incoming Mail to STNC office

- *Opened by Logistics Mgr and reviewed for content & redirection
- *Redirect standard items to board, committee
- *Corresponding Secretary contacted for particular items
- *DAC items go directly to DAC Corresponding/Recording Secty
- *Scan documents to PDF and E-mail to appropriate Secty
- *Mass E-mail
- *Maintain copy on file
- *Send for posting to web site

Mailing List/Database

- *Enter new names into list from sign in sheets
- *Enter new names/addresses from web site sign-ups
- *Print monthly attendance sheets from database
- *Delete names from database

Monthly Attendance Sheets

- *Print from database
- *3-hole punch
- *Insert into binder (alpha sort)

- *See that they get to the meeting 1/2 hr early
- *Include Pens
- *Include write-in binders
- *Pick up after meeting
- *Count
- *File

Last updated: 4-15-06.

More added from time to time. Check back often or call 951-7411.