



## MnIPS Volunteer Opportunities

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### Introduction

This document has been written to outline the volunteer opportunities within the MnIPS organization. It is not intended to be a complete or most current list but to provide volunteers a view of what opportunities there are and a basic time commitment where it was known. Board members are available at the meetings to discuss volunteerism and direct interested people to the board member responsible for the committee. More information regarding the volunteer process and responsibilities of volunteers and board members is also posted on this site.

### Current areas of opportunities

Task lists for each opportunity may or may not be complete. This list is intended to be a guideline for each committee. Committees could have more detailed information stored on the MnIPS-Net site; however, it will be the responsibility of both the board member and the volunteer to define the exact tasks for each current opportunity.

#### General –

- Help document a process and timeline for each opportunity, as needed, for each committee under the guidance of the board member. The processes should be reviewed yearly or some appropriate time frame. This could probably be done at the same time new officers are put in place and serve as a turnover item for the outgoing officer.
- Assemble list of past presidents from ACM and ASM
  - Joe Perzel has a list of ASM members but it will need some updating
  - No current ACM list exists. Earl Joseph, Axel Korfeuhrer, Bruce Heulton, Mike Schroeder will have more information.
- Annual Membership invoicing – Membership invoicing has been done through October.

#### Membership – Miscellaneous time commitments

- Plan Membership drive
  - More information regarding the 2002 Membership drive located at the MnIPS-Net Yahoo group site, <http://groups.yahoo.com/group/MnIPS-Net/>. At the site look in Files / MnIPS-Membership-Documentation.
- Place and monitor newspaper listings – ongoing
- Membership survey
- Develop external request for contacting membership. Develop a process and policy of accepting and distributing information to membership.
- Contact college placement offices to attract alumni and graduating students.

#### Seminars – Various board members and time commitment depending on event

- Project manager
- Advertising

**Pre-Dinner events** – Various board members and time commitment depending on event

**SIG** – SIGs are not currently defined. Slotted for possible future consideration

**Program Committee** – 2 to 5 hour commitment

- Current program activities. More information regarding the program committee located at the MnIPS-Net Yahoo group site, <http://groups.yahoo.com/group/MnIPS-Net/>. At the site look in Files / MnIPS-Volunteer-Documentation.
  - 'Meet' with program committee to discuss upcoming events.
  - Requires working with speaker for at least one event.
  - Compile and maintain past speaker/topic list. Joe Perzel has a list from ASM and MnIPS 1999-2000.

**Arrangements Committee** – 2 – 5 hour commitment

- Requires working with arrangements committee member for at least one event. More information regarding the arrangements committee located at the MnIPS-Net Yahoo group site, <http://groups.yahoo.com/group/MnIPS-Net/>. At the site look in Files / MnIPS-Volunteer-Documentation.
  - Tasks include working with the hotel to arrange meeting rooms for the year and dinners for each monthly meeting.
  - Thank You dinner coordination

**Newsletter** – Needs defining

- Arrange and publish contributions from other committees.
  - Program committee (e.g., speaker profile).
  - Arrangements Committee
  - Administration
  - General Membership (e.g. book reviews)
- Prepare newsletters for mailing
  - Put stamps and labels on newsletters

**Golf Outing** – Needs defining (Once a year activity)

- Contract with golf course for tee times, golf carts and dinner arrangements.
- Assemble corporate sponsors for hospitality at holes and door prizes.
- Arrange vendor sponsorship
- Set up silent auction as a fundraiser for the Fairway Foundation.
- Assign volunteers to register participants and handle hospitality duties.

**eCommunication areas**

- **MnIPS-Net** – One year commitment
  - Help board member administer and monitor the group
  - 3 –4 volunteers to spend 1-4 hours quarterly, meeting with MnIPS-NET team to discuss content and futures.
- **MnIPS website** – One year commitment
  - Help board member administer and update the site
  - 3 –4 volunteers to spend 1-4 hours quarterly meeting with website team to discuss design and futures.