

INVITE YOU TO  
**GET INVOLVED**

Volunteer for fun & more exposure for  
your business, projects, causes

**CORE ADMIN TEAM**

Positions: Coordinator, Secretary,  
Treasurer & Membership Chair  
Deal with behind the scenes, business  
& finance, preside at Core meetings  
and lead the luncheon meeting



**MEETING PREP TEAM**

Positions: Assistant Coordinator,  
Reservations Chair, Tables &  
Spotlights Chair  
Arrange and introduce speakers,  
make venue reservations, arrange &  
introduce tables & spotlights



**AVERAGE TIME  
COMMITMENT  
5 HOURS A  
MONTH**

**2 MEETINGS + THE WORK  
OF THE POSITION**

**MEETING TEAM**

Positions: Hostess, Registration  
Chair, Member-at-Large  
Greet all members and guests, sell  
50/50, collect business cards for  
draws, assist with room setup



**ONLINE TEAM**

Positions: Social Media / Sunshine,  
Website, Newsletter, & Publicity  
Coordinators  
Handle all online, email and  
promotional work