

# Volunteer – Online Membership Meetings

## DESCRIPTION

The Volunteer – Online Membership Meetings Manager shall be responsible for all aspects of preparing for, conducting, and following up on the New Member Orientation Meetings and other similar online meetings. These meetings utilize Zoom and leverage Scheduled Events, Panelist features, Surveys, and the like. The Volunteer will support the Member Advocate team and other presenters and content providers who will be reaching out to new members for this important component of the chapter's New Member activities.

## RESPONSIBILITIES

1. Manage the Zoom portion of the monthly New Member Orientation webinars
2. Ensure an optimal experience for new members, chapter leaders, and other volunteers who contribute to and support these webinars
3. Track metrics, publish usage reports, suggest improvements

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Work with volunteers at all levels of responsibility
- Communications / collaboration

## LEADERSHIP SKILLS

- Experience using Zoom and running high-quality, high-visibility webinars
- Well-organized, detail-oriented
- Survey and reporting
- Quality principles – continuous improvement

## COMMITMENT REQUIRED

- 2 to 5 hours per month

## REQUIRED CREDENTIALS

- No credentials required
- PMINYC member for at least one year

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

## CONTACT

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