

# VOLUNTEER



Communities like ours are about YOU -- about learning and growing in a way that fosters teamwork, friendship, and fun. Every new volunteer, no matter what role they play, has an opportunity to touch our community in a positive way and make a difference.

We have several volunteer opportunities that are waiting for just the right person to fill them. For each of these roles, our friendly leaders will give you the training you need to succeed -- and you will be working with a team of skilled, professional, caring professionals who are committed to the community's, and YOUR, success. Being involved with our community is a win-win -- you can grow professionally, have fun, and give back to our SIG and to the profession.

Read on and let us know what interests you!



TECHNICAL COMMUNICATION  
2018 | **SUMMIT** | CONFERENCE & EXPO  
65<sup>th</sup> ANNIVERSARY



**Grow with us!**  
**Join Our Leadership Team**

## Treasurer

- ◆ **Needed:** Now
- ◆ **What you'll do:** The treasurer manages the SIG's finances, reconciles SIG expense records with STC's accounting records, processes expense reimbursement requests from SIG leaders, submits regular reports to the leadership team each month on SIG financial transactions, provides advice on good financial stewardship for the SIG, and works with the co-managers to prepare the annual SIG budget in October or November of each year. Because SIGs do not have their bank accounts, you will not need to handle cash or manage a checking account.
- ◆ **Helpful experience or skills:** A high comfort level with Excel spreadsheets, good record keeping, and a love for math. You do not need prior experience as a treasurer and there is support from our past treasurers.

## Newsletter editor

- ◆ **Needed:** Now
- ◆ **What you'll do:** As our newsletter editor, you will manage the [IDL newsletter](#), "[IDeal: Design for Learning](#)." You'll be a part of an award winning publication with a history of success. You'll be the first to read fresh new articles from thought leaders in our field and help them get their work published. Our online newsletter uses WordPress, which looks great on a resume. The editor has full artistic control and makes the schedule for submissions, revisions, and publication.
- ◆ **Helpful experience or skills:** Good writing and editing skills, as well as project management skills. You do not need prior experience as a newsletter editor, and support is available from our past editors.

## Additional opportunities

We have many other opportunities for your helping hands. If you are interested in being more involved but don't have time to commit to an elected or appointed committee leader role, contact us at [manager@stcidlsig.org](mailto:manager@stcidlsig.org) and let us know your ideas! Or, plan to attend one of our monthly leadership meetings, where you can get to know us and find out more about everything we do.

## Assistant co-manager

- **Needed:** Now
- **What you'll do:** As assistant co-manager, you will work with the leadership team to become familiar with the operation of the SIG, assist the co-managers as needed, and prepare to succeed to the co-manager role after your one-year term ends.
- **Helpful experience or skills:** High comfort level with online content management will make this job easier. We use the Google suite of documents for records and internal communication. Good project management skills are a plus because we juggle a lot of programs in our busy SIG. You do not need prior experience as a community leader, and support will be available from our past leaders.