

## *ECS Volunteer Opportunities*

**As we are a 100% volunteer organization**, we have many volunteer opportunities. Please indicate on which committees and/or events you are already serving or willing to serve: (check all applicable). Please indicate if you wish to be trained or help in a volunteer position.

**Please print your name here:** \_\_\_\_\_

### **Fundraising:**

- Special projects
- Monthly draws (Three Bags Full)

### **Grants:**

- Writing EAC application
- Grant availability research.

### **Community Outreach: Event coordinator**

- Project preparations
- On site team member
- Communications, Research & development

### **Exhibits:**

- Venue and Entries
- Installation and take down

### **Workshop:**

- Signup table at meetings
- Billeting and transportation

### **Donations:**

- In kind items for monthly draws.
- Special projects or bursaries.

### **Supplies:**

- Purchases specialized supplies to sell at meetings.
- Sells and records sale of supplies items at meetings.

### **Welcome Table**

- Greets members and assists the person in charge of Membership with tasks.
- Nametag distribution for meetings. Sign in sheet.

### **Volunteers**

- Recruitment for existing and emerging roles. Spreadsheet of volunteer positions.
- Volunteer Appreciation event (February)

### **Envelope exchange**

- Facilitate exchange of names.
- Create a display board of envelopes

### **Letters and Lines**

- Create a display board of submissions at each meeting.
- Facilitate a conversation about submissions.

## Library

- \_\_\_\_\_ acquisitions, lending & returns
- \_\_\_\_\_ setup & takedown

## Photographer(s) takes and sends images to social media team.

- \_\_\_\_\_ Work of students during classes
- \_\_\_\_\_ Letters and Lines submissions
- \_\_\_\_\_ Live demos for social media accounts

\_\_\_\_\_ ***OTHER:*** Other skills and talents, please elaborate on back of this page.

## ***Social Media Team***

\_\_\_\_\_ **Website** – keep website updated with links

\_\_\_\_\_ **Facebook** – manage & update Facebook pages: Information about 2 Facebook Pages: 1. *Official Facebook page* – Edmonton Calligraphic Society – this is where everything specific to the ECS occurs. 2. *Calligraphy in Edmonton* (a version for anyone interested in calligraphy – very diverse and more universal) *Reasoning for 2 Facebook pages* – the ECS specific page allows members to see exactly what is happening with ECS only and without having to sort through a lot of threads to be up-to-date.

\_\_\_\_\_ **Twitter** – tweet ECS info.

\_\_\_\_\_ **Instagram** - post ECS info.

\_\_\_\_\_ **INK DROPS editor** – receive & format images & text & send to secretary.

## **Executive**

\_\_\_\_\_ **President:** Oversees administrative duties and chairs meetings. Organizes & chairs executive meetings. Responds to all correspondence regarding ECS.

\_\_\_\_\_ **Vice President:** Oversees workshop delivery and subs in president's absence

\_\_\_\_\_ **Secretary:** takes and distribute minutes, sends out meeting reminders and agenda

\_\_\_\_\_ **Treasurer:** manages expenses of the society and does yearly audit report.

\_\_\_\_\_ **Membership / Welcome table:** Act as welcoming agent, create a membership roster, collect membership dues.