

Looking for a few good...



# **VOLUNTEERS!**

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## **We need volunteers for the following areas:**

1. Send e-mails for meeting & event reminders.
2. Conduct an annual "Treasurer's audit".
3. Maintain an attractive and "eye catching" website, or assist in locating a reasonable source to do this and be the liaison between them and our affiliate.
4. Do some graphic communications/advertisements for our affiliate.
5. Volunteer speakers or locate speakers.
6. Volunteer to be a back-up to collect money @ dinner meetings & issue receipts where necessary.
7. Bring table gifts to dinner meetings.
8. Organize a monthly meeting by locating speaker and location.
9. Assist with the monthly newsletter by obtaining articles. (assist Mel).
10. Assist with a membership drive. (Lend ideas and marketing skills)
11. Hand out attendance record slips, collect them along with a quarter for the drawing. Conduct the drawing and be sure Patti receives the slips after the meeting has concluded.
12. Be the Greeter at each meeting and hand out name badges.
13. Be in charge of an information table or easel at each meeting where other members can bring pertinent information such as job openings or seminars that may interest the group.
14. Send meetings to local papers to be placed in business section prior to our meeting.

**NAPM-Oregon Mid-Valley, Inc.**

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