

## **MACD Volunteer Needs**

### Public Relations

1. Respond to request for information
2. Establish and maintain relationships with other organizations
3. Produce flyers, announcements, press releases, and other publicity documents
4. Update mailing lists and create new mailing lists as needed
5. Survey members to determine what they want us to sponsor

### Website

1. Test website for ease of use
2. Work with webmaster to review web pages for consistency
3. Make basic updates to webpages

### Legislation/Advocacy

1. Keep up to date on legislative issues
2. Coordinate with LCPCM and other associations to help keep us informed of legislative issues

### Conference/Event Planer

1. Work with the President and other members to plan and coordinate conferences
2. Prepare flyers
3. Publicize conferences and events

### Registration Coordinator (2)

1. Prepare materials for conference/Event registrations
2. Prepare badges
3. Set up tables
4. Register participants

### Conference Coordinator

1. Meet with volunteers the day of the conference

2. Give instructions on how to give out conference programs and program information
3. Coordinate conference/event program distribution

#### Conference Food Coordinator

1. Identify food needs
2. Contact caterer
3. Order food
4. Identify beverage needs
5. Coordinate with volunteers to have beverages purchased
6. Coordinate with volunteers to have coolers, ice, cups, etc for conference/event
7. Set up food service areas at conferences/events
8. Coordinate with volunteers to have coolers, ice, etc removed after conference

#### Former President Coordinator

1. Plan and implement programs for former MACD Presidents
2. Plan and implement programs for MACD sub-groups

#### Membership Committee

1. Contact new members personally and make sure they know how to access their personal profile
2. Take snapshots of members at events and post on our membership directory