**Creating a Leadership Pipeline
Chapter Ambassador Tracking**

Goal: Increase number of chapter volunteers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area of Support** | **Micro-volunteer Task** | **Volunteer Name** | **Start Date** | **Completion Date** | **Updates** | **Potential Officer Position** |
| Membership | Send welcome emails to four new members. |  | 4/1/2024 | 4/15/2024 | In progress | Membership Coordinator/Chapter Life Coordinator |
|  | Oversee sign-in sheet at welcome desk for May recital. Collect number of new, existing and prospect attendees. |  |  |  |  | Registrar |
|  |  |  |  |  |  |  |
| Programming | Serve as point of contact for workshop presenter in February. |  |  |  |  | Sub-dean |
|  | Distribute programs at chapter recital |  |  |  |  |  |
|  | Obtain certificate of chapter liability insurance for special venue. |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Communications | In charge of special announcements for the April newsletter. |  |  |  |  | Newsletter Editor |
|  | Updated substitute list and job listings on website. |  |  |  |  | Webmaster |
|  |  |  |  |  |  |  |
| Finance | Tracked chapter donations throughout the year. |  |  |  |  | Treasurer/Finance Committee |
|  | Audit year-end budget. |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Dean | Serve on the Nominations Committee |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |