

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

