



# ITE COUNCIL VOLUNTEER OPPORTUNITIES

Volunteer Opportunities	Description	Estimated Time Commitment
<b>Bite Size Opportunities</b>		
Post to ITE Community	Post a discussion item on the councils' ITE Community or the All Member Forum.	15 minutes
Send Webinar Idea	Submit a webinar idea to the council chair and/or webinar coordinator for consideration.	1 hour
Send Newsletter Idea	Submit a newsletter idea to the council chair and/or newsletter editor for consideration.	1 hour
Send ITE Connect Idea	Submit an idea for a piece in the ITE Connect to the council chair and/or ITE HQ.	1 hour
Send Podcast Idea	Submit an idea for a podcast to the council chair and/or ITE HQ	1 hour
Write a Blog Article	Write an article and post on your personal member blog page.	1 hour
Write Council Newsletter Article	Write an article for a council newsletter.	4-8 hours
Write ITE Journal Article	Write an article for an upcoming ITE Journal issue.	8+ hours
Review Council Award Applications	Help review council award applications and select winner.	4 hours
Organize a Webinar	Develop the webinar proposal form, identify speakers, and coordinate and schedule webinar with ITE HQ.	4-8 hours
Organize a Conference Session	Develop session for meeting, identify speakers, and coordinate with ITE HQ.	8+ hours
Organize a Tour	Work with local arrangements committee to identify tour options.	8+ hours
Develop ITE Thought Leadership Series Content	Develop summary document and PowerPoint presentation for council series and serve as contact.	8+ hours
<b>Council / Committee Involvement*</b>		
Council Chair	Lead the council's activities.	4 hours/month
Council Vice-Chair	Support the council chair in council activities.	2 hours/month
Council Secretary	Support the council chair and vice-chair in council activities.	2 hours/month
ITE Community Manager	Encourage and facilitate activity on council's ITE Community and on the All Member Forum pertaining to council topics.	2 hours/month
Social Media Manager	Encourage and facilitate the council's presence on social media such as Twitter and LinkedIn.	2 hours/month
Council Website Manager	Work with ITE HQ to keep council website current.	2 hours/month
Awards Chair	Solicit submissions for the council's award (if appropriate); lead the Awards Committee in reviewing submissions and selecting awardee.	12-16 hours
Volunteer Coordinator	Solicit volunteers and track the ongoing volunteer efforts of the council.	2 hours/month
Technical Projects Manager	Coordinate and oversee activities related to technical projects.	2 hours/month
Sponsored Sessions Coordinator	Coordinate sponsored sessions for Annual Meeting.	12-16 hours
Newsletter Editor	Compile council newsletters.	4 hours/issue
External Liaisons Coordinator	Identify and coordinate external liaisons with ITE HQ.	2 hours/month
Webinar Coordinator	Encourage development of webinars; answer questions and facilitate scheduling with ITE HQ; track council's webinar deliveries.	2 hours/month
Academic Engagement Lead	Lead the council's efforts to connect with high school and university students, teachers, and professors.	2 hours/month
Local Engagement Lead	Lead the council's efforts to connect with Districts, Sections, and Chapters; encourage council sessions at District conferences.	2 hours/month
Technical Project Lead	Lead a technical project for a council.	4 hours/month
Technical Project Committee Member	Participate on a technical project committee and provide support and help with the completion of the project.	2 hours/month
<b>Internal / External Outreach Liaisons</b>		
IBOD	Communicate ongoing information and relevant activities arising out of the IBOD meetings.	2 hours/month
IBOD Strategic Initiatives Committee	Ensure our council's efforts support ITE's Strategic Plan goals including IBOD executive yearly objectives.	2 hours/month
Districts/Sections/Chapters	Serve as a conduit between the council and districts/sections/chapters to share information, identify volunteers, and identify partnering opportunities.	2 hours/month
Individual Council/Standing Committee	Participate in standing calls/meetings and update on relevant activities. Encourage cross-posting to council community page.	1 hour/month
Various External Organizations	Develop outreach / communication plan and lead implementation.	1 hour/month

\*Attendance at the ITE Annual Meetings is expected.