

Flexible volunteering opportunities to assist leading chapter board roles

***Flexible volunteering time commitment is 5-10 hours annually/ 2-3 hours quarterly

Communications and Marketing

- Social Media
 - Maintain activity on social media channels. Post to the chapter social media account and create a social media calendar on topics such as member spotlight, chapter events, and chapter news.
 - Tag IMA global on your posts to create awareness (Use **@ima** and select IMA Institute of Management Accountants).
- Website Administrator
 - Update and maintain chapter website as needed including but not limited to posting event details and posting about upcoming events. Webmaster training and handbook/guidelines provided.
- Photographer/Videographer
 - Take pictures and videos during chapter events to share with social media coordinator to include on posts and with IMA staff for other marketing needs/recognition.
- Creative Materials Design
 - Create social media graphics, flyers, postcards, branded items for giveaways using IMA or chapter logo, etc., to help promote chapter events. Must be comfortable working in Canva or similar platforms.
- Newsletter Editor
 - Gather content and develop/edit a chapter newsletter to distribute to chapter members on a quarterly basis.

Member Support

- Volunteer Onboarding
 - Welcome new board members/show new volunteers how to find resources on the chapter portal and chapter website, share chapter training and review role descriptions and expectations and chapter operations.
- Membership Awareness Champion
 - Create awareness of the value of membership through social media, attending events, and networking with people about benefits of being an IMA member.

- Chapter Member Management
 - Communicate to membership the importance of periodically checking their communications setting and checking to ensure their membership is active and they are affiliated with a new chapter
- New Member Liaison
 - Responsible for welcoming new chapter members, making sure they are informed about upcoming chapter events and answering any questions they may have about the chapter.
- Champion of Chapter Member Achievements
 - Recognize and celebrate members within the local chapter. Promote the value of IMA's certification to chapter members.
 - Celebrate anniversaries, certifications, achievements, and others as needed.
- Mentor Coordinator (only applies to some chapters)
 - Coordinate mentor-mentee programs for the chapter
- Membership Appreciation Coordinator for Member Appreciation Week (3rd quarter of February/March)
 - Gather and store information, spotlights, stories, pictures, videos, etc., for Membership Appreciation Week. In charge of creating social posts using the IMA social media templates.

Education & Programming

- Webinar Program Planning
 - Help find speakers and determine topics to offer for chapter webinars.
- Webinar Moderator
 - Assist with uploading and creating poll questions. This volunteer will also assist with the webinar by handling the introduction slides, Q&A, poll questions, and poll results.
- CPE Submission
 - Responsible for downloading event attendance and submitting CPE through the Chapter Portal for IMA members
- Higher Ed Liaison
 - Facilitate student programs and student engagement
 - Participate as an IMA Campus Influencer

Events

The IMA Chapter Event Toolkit will be shared with volunteers in event planning.

- Event Management/ Coordinator
 - Help manage planning logistics, setting up and working on engagement for chapter-led events. Recruit volunteers as needed for events depending on scale of events. International chapters will submit expenses on SAP concur.
- Event Budget Assistant
 - Manage chapter event budget to include tracking expenses and forecasting.
- Community Events Coordinator (non- CPE events)
 - In charge of determining ideas for non-CPE events including networking, community impact events, CMA study groups, IMA/CMA student information events, etc.

Financial & Administrative

- Scholarship Coordinator
 - Review funds put aside for scholarships.
 - Facilitate process of how to get students to apply for scholarships, how to pay out those scholarships, and what scholarship amounts will be.
- Financial Reviewer
 - Review the treasurer's annual report as a second set of eyes for clarity and transparency.
- Board Communications Assistant
 - Will take notes during board meetings to share with all chapter leaders.
- Chapter Board Administrator
 - Support board members in submitting administrative and compliance forms online (990, AFR, elections, etc.).

Coordination & Feedback

- Nominations Coordinator
 - Manage small group of board volunteers to annually review chapter volunteer applications.
- Chapter Performance Review Coordinator
 - Review attendance and chapter data to determine what will drive the most chapter engagement. Look at types of memberships, topics offered, etc.