

## 2011 NORTH SHORE BUSINESS FORUM VOLUNTEERS

MONTH	CASHIER	GREETER	HOST	SCHEDULE NEW SPEAKERS
JANUARY	Margo Carey	Jack Walsh	Gail Tarmey	Brett Kirkpatrick
FEBRUARY	Julie Spreadbury	Tina McManus	Charlene St. Jean	Steve Shea
MARCH	Polly Vitagliano	Marianne Pantelakis	Jack Walsh	Gloria Bakst
APRIL	Katie Finch	Mark Beckley	Ken Halkin	Iris Weaver
MAY	Rosanne Palazola	Mike Sobus	Kim Stone	Michelle Little
JUNE	Mark Beckley	Lark Bolduc	Herb Harris	Amy Falk
JULY	David Bateman	Phyllis Freeman	Bonnie Rynkowski	Kate Ritter
AUGUST	Bonnie Rynkowski	Lark Bolduc	Jeannette Sullivan	David Bateman
SEPTEMBER	Rosanne Palazola	Hannah Stringer	Charlene St. Jean	Ken Halkin
OCTOBER	Kim Stone	Nancy Peterson & Lance Demond	Bob Bakst	Mike Sobus
NOVEMBER	Sheila Cran-Barry	Phyllis Freeman	David Bateman	Cathy Draper
DECEMBER	David Bateman	Margo Carey	Julie Spreadbury	Kate Victory Hannisian

**(Sub for Greeters: Nancy Peterson - Sub for Host: Connie Komack)**

**The volunteer for each month should have the schedule completed THREE MONTHS prior to the month. (e.g. July's schedule should be complete by the end of April). BIOS MUST be received by both Jeannette Sullivan and Kate Ritter no later than EIGHT WEEKS prior to the presentation.**

**Please review the topics for the year. If you know of anyone who would be a good speaker, please contact the scheduler for that month.**

**PLEASE – before volunteering, please review the NSBF Volunteer Responsibilities below:**

## **North Shore Business Forum** **Volunteer Responsibilities**

**We appreciate all who volunteer to help. But it's critical that if you cannot fulfill your responsibility, or have any questions whatsoever, you contact your mentor immediately. We also ask that you volunteer only if you have been attending NSBF meetings for at least six months.**

**Cashier:** Set up table at the door by 7:00 am. Greet visitors and collect the \$10.00 admission fee from all but the speaker and directory person. You should put out "Sign-In" Sheet, Membership Books, Membership sign up Forms, Receipts, Schedules, Directory Updates, etc. The greeter is also responsible for submitting payment to the Danversport Yacht Club. See the Greeter Guidelines, the Rapid Calculator and Breakfast Fee Schedule and sign on the website ([www.nsbforum.org](http://www.nsbforum.org)) for more information. Before Friday, ensure that there are enough of these supplies and change for the meeting.

Mentors: David Bateman and Katie Finch

**Greeter:** Assist Cashier with setting up. Organize name tags, etc. Sit at greeter table so you can hand out 5-minute raffle tickets and sell the Membership Book. You'll also welcome new members before the meeting to inform them more about how the meeting will operate and make them feel welcome. After the meeting, if possible, thank them for coming and ask that they keep coming.

Mentors: Julie Spreadbury and Jack Walsh

**Host:** Master of Ceremonies for the meeting. As you will be introducing the speaker, you should contact the speaker to confirm and give directions, to explain the process and to obtain an introduction. The Speaker gets 30 minutes to speak, they should save time for 5 - 10 minutes of questions. The 5 minute speaker and 30 minute speaker do not take part in the 30 second introductions.

Mentor: Mike Sobus and Charlene St. Jean

**Schedule Speakers:** Schedule speakers at least three months prior to the first meeting of the month. Send speaker introductory memo at least one month before scheduled date. Send confirmation letter at least two weeks

before scheduled date. Be sure to tell the speaker to allow a total of 30 minutes (including questions) and that the presentation should not be an infomercial! As soon as you have the list of speakers and topics send them to: 1) the host for that month, 2) Kate Ritter at [pc9lives@yahoo.com](mailto:pc9lives@yahoo.com) 3) Jeannette Sullivan at [jeannette@foxrundesigns.com](mailto:jeannette@foxrundesigns.com).

Mentors: Kate Ritter and Brett Kirkpatrick