

2012 NORTH SHORE BUSINESS FORUM VOLUNTEERS

MONTH	CASHIER	GREETER	HOST	SCHEDULE NEW SPEAKERS
JANUARY	Nick Richards	Dr Michael Sarraf	Steve Shea	Sid Falthzik
FEBRUARY	Katie Finch	Jack Walsh	Julie Spreadbury	Steve Shea
MARCH	Kim Stone	Michelle Little	Mike Sobus	Larry Lauranzano
APRIL	Rosanne Palazola	Maggie Durfee	Charlene St. Jean	Gloria Bakst
MAY	David Bateman	Steve Shea	Kim Stone	Charlene St. Jean
JUNE	Shirleyann Soltys	Phyllis Freeman	Herb Harris	Louise Rothery
JULY		Jeff Bourque	Bonnie Rynkowski	Kate Ritter
AUGUST	Bonnie Rynkowski	Mark Beckley	Sheila Cran-Barry	
SEPTEMBER	Lindsay Schnabel	Polly Vitagliano	Bob Bakst	Sid Falthzik
OCTOBER	Tine McManus	Rosanne Palazola	Kelly O'Connor Barrett	Helene Spoto
NOVEMBER		Jack Walsh	Charlene St. Jean	Mike Sobus
DECEMBER	Julie Spreadbury	Patrick Hirst	David Bateman	Herb Harris

(Sub for Greeters: _____ Sub for Host: _____ Sub for Cashier: _____)

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) 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 3) Jeannette Sullivan at jeannette@foxrundesigns.com.

Mentors: Kate Ritter and Brett Kirkpatrick