Book of Tasks

# Introduction

Each Chair Function on the board of director has a set of tasks that he or she must perform for the function.

The Chair of each function is responsible for:

* Finding volunteers to do the tasks in each area and keep a record of who is doing what.
* Manage the length of the volunteer period for a given task
* Document new tasks as needed
* Keep a running list of who has volunteered throughout the year as recognized
* Report status of the tasks at the monthly board meeting
* Train volunteers on the task

The Chair for each function will be awarded with a silver membership to ISPI International (Cost of $95). This membership will entitle them to the Bronze membership benefits plus:

* [Knowledge Center](https://ispi.bridge2know.biz/) dashboard (widgets), messaging, and communication
* Knowledge Center podcasts
* Opportunity to volunteer
* Limited webinars, e.g., three of 12
* Limited number of articles from *PIQ* and *PIJ*
* Special pricing on professional liability, health, dental, life, long-term care and automobile insurance (for U.S. residents only)

This book is the current master list of tasks.

**Membership Tasks**

**Current Chair: Sue Czeropski**

**Total task time for Membership Chair if no volunteers ~ 25 hrs/year**











**Recruitment Tasks**

**Current Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(vacant)**

**Total task time for Recruitment chair if no volunteers = ~20 per year**





**Finance Tasks**

**Current Chair: Sue Czeropski**

**Total task time if not volunteers for Finance Chair is ~40 hrs/year**











Marketing Tasks

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| TASK: Create and edit New Events on chapter website ispibay.org  Action:   1. Get event information from the yearly program plan or Program VP/Chair 2. Select any existing event, click “**Duplicate**” 3. Open the duplicated event, click “**Edit**” 4. Edit “Title”, “Tags”, “When and where”, “List of event registrants -- Show registrants who want to be listed”, “Guest registration -- Add new guests to contacts list only if email entered”, “Description” 5. After editing, change event access permission (up left side) from “Admin only” to “public” 6. Upon new information, edit the existing events following step 3 and step 4 7. Upon new information, edit automatic email notification to registrants if needed   Time per week1 hour or so  Name responsible:  Start Date: |

Marketing Tasks

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| TASK: Send event announcement/marketing communication emails out to contacts and members  Action:   1. Get event information from chapter website, or any activity/campaign information from stakeholders 2. For regular webinar announcement, please follow the current template, and make necessary revisions    1. On chapter website-admin page, select recipients(all contacts), send out email blast    2. Use [ISPIBAY@gmail.com](mailto:ISPIBAY@gmail.com) to send out email blast to all Gmail contacts 3. For others, draft up email blast, and invite stakeholders to review/revise until reaching consensus    1. On chapter website-admin page, select recipients(members or contacts), send out email blast; Or exporting members or contacts’ email list, use [ISPIBAY@gmail.com](mailto:ISPIBAY@gmail.com) to send out email blast   Time per weekless than 1 hour  Name responsible:  Start Date: |

Marketing Tasks

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| TASK: Maintain chapter website ispibay.org up to date  Action:   1. Get information from the president or the other board members 2. Click “**Website**” -- **“Home” or “News”,** depending on the nature of content 3. Click **“Edit” for “Home” page, or “Add post” for “News”** 4. After editing, click **“Save”**   Time per weekless than 1 hour  Name responsible:  Start Date: |

Marketing Tasks

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| TASK: Write marketing communication materials  Action:   1. Preparing/creating/composing posts to: Twitter(at least 3 times/week), LinkedIn-OPWL group(depending on the appropriateness of content), chapter updates for ISPI monthly publication -PerformanceXpress (at least 5 times/year)   Time per weekless than 1 hour  Name responsible:  Start Date: |