

VOLUNTEER HANDBOOK

BOARDS OF REGENTS



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

SPECIFIC REGENT ASSIGNMENTS

Each regent usually takes on a specific assignment during his/her term. Assignments may include the following:

Class Advisors*

- Recruit and assign Class Advisors, coordinating with staff and considering candidates' leadership potential.
- Facilitate two conference calls – one orientation and one catch-up – in the weeks leading up to Institute.
- Provide guidance and leadership to advisors, answering questions and addressing concerns.
- Recruit and assign Regent Partners appropriately.
- Facilitate all Class Advisor meetings during Institute week.

**This assignment is given to the Vice Chair.*

Course Audits

See Course Audit form for more information.

- Read through the audit form prior to the selected course and ensure understanding of what to look for.
- Attend chosen class and participate as an observer.
- Complete the auditor form, providing thoughtful and candid feedback, and return to staff.
- Share additional feedback with staff as appropriate.

Elective Volunteers

- Serve in the Class Advisor role for selected course(s), which includes: ensuring attendees sign the attendance sheet, introducing or selecting a member of the class to introduce the speaker, checking in with the faculty member, etc.
- Remain in the class for its entirety, communicating with staff and helping faculty members troubleshoot when applicable.
- Return completed attendance sheet to staff.
- Share additional context regarding late/absent attendees as appropriate.

Graduation Ceremony and Big Bash

- Coordinate with staff on the theme, entertainment, location, and logistics for this all-Institute event.

Lunch Roundtable Discussions (optional)

- Select topics for discussion, taking into account attendee demographics and make-up.
- Recruit and assign regents to facilitate discussions.
- Coordinate logistics with staff and market to attendees.

Marketing and Promotion

- Promote Institute to circles of influence through various mediums. (i.e. state conferences, social media, personal testimonials, etc.).
- Distribute Institute collateral such as flyers, handouts, micro-fiber screen cleaners, and other materials to local conference attendees.
- While on-site during the week, encourage attendees to submit testimonials through the app.

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Industry Consultations

- Work with staff to identify and recruit volunteers to facilitate consultations.
- Schedule consultations between volunteers and attendees based on request forms submitted through Google forms.
- Follow-up with volunteers post-Institute site and encourage them to follow-up with the attendees they advised.

Regent Partners

See Regent Partners Roles and Expectations 1-pager for more information.

- Serve as mentor to assigned advisor, providing advice and tips for success.
- Stay abreast of updates and potential issues.
- Proofread and approve Class Advisor communications prior to them being sent to attendees.
- Check-in with assigned advisor on a daily basis on-site. Ensure your advisor is comfortable in his or her role and gauge class engagement.

Scholarships

At least three volunteers required.

- Schedule and conduct two committee conference calls.
 - Call 1: Decide as a group the criteria upon how scholarships will be awarded (staff not required, but can assist with coordination and/or join the call if requested).
 - Call 2: Deliberate and award scholarships. Committee members are expected to have read through all applications prior to the call.
- Notify applicants after decisions have been made. Note: there are three distinct roles, but these can be divided up if more than three members are serving on the committee.
 - Role 1: Notify all applicants who received a scholarship and provide the proper registration code and instructions (via email).
 - Role 2: Notify all applicants who did *not* receive a scholarship (via email).
 - Role 3: Follow-up with all applicants who received scholarships, but have not yet registered (via phone).

Silent Auction and Fundraising

At least three volunteers required.

- Recruit auction items from local and national businesses and organizations.
 - Staff will provide committee members with a 501(c)(3) letter, as well as an auction request letter on Institute letterhead. Committee members are expected to send these materials to businesses or organizations when requesting contributions.
 - Staff will provide form text for members to create their own request letters from businesses and organizations with which they have personal or professional relationships.
- Draft correspondence to registered attendees soliciting auction donations.
 - Members are expected to encourage attendees to contribute to the auction before site and on-site.

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Silent Auction and Fundraising (cont.)

- Manage Bidr.
 - Bidr is the online website platform used for hosting and bidding on items. After staff provides the event login information, each committee member will be made an administrator. It is then the responsibility of the committee to post items, manage correspondence through Bidr text messaging, and to close out the items.
- Close the auction.
 - Members will close the auction online and confirm that all winners have paid for their item prior to taking it.

Social Media (optional)

- Serve as lead for on-site social media engagement among attendees and volunteers.
- Distribute pre-written posts and language to fellow board members prior to site, including a posting schedule.
- Encourage usage of the Institute hashtag and site hashtags (if applicable) throughout the week and assist with taking state photos as needed.

State Photos

- Create schedule based on provided geographic breakdown during various breaks throughout the Institute week and provide to staff prior to arriving on-site.
- Organize and take photos on-site.
- Send pictures to staff via Dropbox, Google photos, jump drive, etc.

Volunteer, Faculty, and Staff Dinner (all sites except Northeast)

- Send invitation to volunteers, faculty, and staff who are on-site on designated night.
- Book dinner reservation.
- Coordinate transportation, if applicable, and communicate logistics appropriately.

Please note that contracts or financial commitments must be approved by and signed for by U.S. Chamber of Commerce Foundation staff to ensure that the integrity of the Institute program budget is maintained.