



# Volunteer Handbook

## Board of Regents Committees and Assignments

Regents usually take on specific assignments during their term. Assignments may include, but are not limited to, the following:

### Ambassador Program (optional)

- Work with Class Advisors to identify leaders in each class to serve as Ambassadors.
- Manage Ambassadors, providing clear guidance and expectations.\*
- Consider Ambassadors as potential future volunteers.

*\*Some sites may choose to have the Ambassadors focus on welcoming class members on Day 1, while others may choose to have the Ambassadors assist throughout the entirety of the week. The decision is up to each individual Board of Regents, but expectations should be properly communicated.*

### 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 typically given to the Vice Chair.*

### Class Experiences (optional)

- Work with local chamber/CVB to identify multiple options for a class experience, i.e. reception style, bowling, karaoke, games, etc.
- Work with Class Advisors to present options and book reservations upon request.

### 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.



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### 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.
- Reconcile sign-ins with the official roster.
- Communicate with staff and help faculty members troubleshoot when applicable.
- Share additional context regarding absent attendees as appropriate.

### Fourth-Year Recognition

- Coordinate with staff to plan the Graduate Breakfast, if applicable.
- Coordinate the signing and distribution of congratulatory cards, along with IOM ribbons, to the graduates on the last day.
- Brainstorm and implement other ways to recognize and celebrate the graduates.

### Fundraising

*At least three volunteers required. Option for one Scholarship Chair to oversee both the Fundraising and Scholarship Committees.*

- Recruit auction items from local and national businesses and organizations.
  - Staff can provide committee members an auction request letter on Institute letterhead. Committee members would be expected to send this to businesses or organizations when requesting contributions.
  - Staff can 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.
- Manage Event.Gives.
  - Event.Gives is the online 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 Event.Gives 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.
- Brainstorm and implement, where applicable, additional fundraising opportunities, i.e. stars, etc.



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### Lunch Roundtable Discussions/Group Consultations

- 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 Recruitment (responsibility of all regents)

- Champion DE&I efforts of increasing representation by proactively reaching out to national, local, and/or regional diversity representative organizations to build relationships and increase program awareness.
- Promote Institute to circles of influence through various mediums. (i.e. state conferences, social media, personal testimonials, etc.).
- Distribute Institute collateral such as planners, flyers, and other materials to local conference attendees.
- Encourage attendees to spread the word about the program.
- Reach out to current attendees, providing registration information and reminders.

### 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.

### Opening Welcome

- Organize optional networking function to follow the Institute Kickoff.
- Promote event appropriately.

### 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 advisors are comfortable in their role and gauge class engagement.



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### Scholarships

*At least three volunteers required. Option for one Scholarship Chair to oversee both the Fundraising and Scholarship Committees*

- Schedule and conduct at least one committee conference call.
  - Decide as a group the criteria upon how scholarships will be awarded (can be decided via email or on a first conference call. Staff not required, but can assist with coordination and/or join the email chain/call if requested).
  - Deliberate and award scholarships. Committee members are expected to have read through all applications prior to the call.
- Notify staff of final decisions, including amounts to be awarded. Staff will notify recipients, providing the proper registration code and instructions. Staff will also notify applicants who did *not* receive a scholarship, as well as follow-up with all applicants who received scholarships, but have not yet registered.

### Social Media Strategy

- Serve as lead for on-site social media engagement among attendees and volunteers.
- Encourage board members and attendees (through Class Advisor communications) to share social posts within their networks.
- Encourage use of the Institute hashtag and site hashtags (if applicable) throughout the week and assist with taking state photos as needed.

### State Photos (optional)

- 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\*

- 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.

*\*The format of this dinner is subject to change, which would in turn, change the responsibilities of the committee.*

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