



Volunteer Handbook

Board of Trustees Responsibilities

Responsibilities of all Trustees

- Serve in an advisory capacity, working closely with staff.
- Set the strategic direction for Institute by establishing and updating standard operating procedures and policies.
- Participate in Institute activities throughout the year through meetings and email communications.
- Promote enrollment in Institute to association, chamber, and nonprofit professionals through various mediums including, but not limited to social media, email, and word-of-mouth.
- Support the program by sending an executive from your organization and/or mentoring an executive from another organization.
- 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.
- Support the program financially by donating directly to the scholarship fund through online fundraising efforts.
- Provide recommendations to Institute staff for program improvement in the areas of logistics, curriculum, and faculty.
- Facilitate year-round industry consultations, as appropriate.