

Design Your Own Experience

Workgroups	Workgroup Description	Needs	Contact
Affinity	Arranges speaking engagements with local affinity groups and community organizations to share our mission and raise awareness for Impact100 SRQ	<ul style="list-style-type: none"> ○ Collect contact information and leads from members with any affiliated group ○ Contact groups to set up Impact100 SRQ speakers ○ Aid in the communication plan 	<p style="text-align: center;">Kathy McKown Katfish105@aol.com</p>
Community Engagement	Develops, implements, and monitors communications campaigns with local businesses. Builds relationships with local businesses and solicits donor support. Organizes and executes Give-back events on a regular basis.	<ul style="list-style-type: none"> ○ Members who are engaged in the community and willing to help set up “give back” events ○ Connect with corporate supporters. ○ Volunteers at giveback events to promote Impact100 SRQ. 	<p style="text-align: center;">CommunityEngagement@ Impact100srq.org</p>
CIRC	Community Investment Review Committee (CIRC) assess the financial health of each grant applicant and the feasibility of each applicant’s project initiative budget. Summary findings are then presented to respective FACs.	<p style="text-align: center;">Members who are familiar with financial reporting and willing to work in teams to undertake financial assessments.</p>	<p style="text-align: center;">Maria Mandler MariaM@Impact100srq.org</p>
Events	Plans and coordinates Impact100 SRQ signature events.	<p>Coordinators to:</p> <ul style="list-style-type: none"> ○ Manage event operations ○ Decorate at events ○ Manage volunteers 	<p style="text-align: center;">Birgit Sroka BirgitS@Impact100srq.org</p>

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Focus Area Committees	Conducts grant application review process in one of the five focus areas: Arts, Culture and History; Education; Environment & Recreation, Family, and Health & Wellness. Determines finalists to present to full membership for recipients vote.	<ul style="list-style-type: none"> ○ Review applications independently online ○ Meet in committee to hear financial reviews and determine next steps ○ Participate on site visits (optional) to gain further information ○ Discuss findings and vote for finalists 	Ellen Foster EllenF@Impact100SRQ.org
Impact Cares	Provides compassion to members through letter writing and phone calls to mark special occasions, major life events, and an overall extra measure of support during difficult times to show that Impact cares.	Outreach to members: <ul style="list-style-type: none"> ○ Note writing ○ Texting ○ Calling 	Carol Ader ImpactCares@Impact100srq.org
Marketing & Communications	Coordinates and creates all marketing, communications and public relations functions for the organization ensuring the accuracy of information across digital platforms and other communicative means.	<ul style="list-style-type: none"> ○ Writers for Press releases & Member Communications ○ Media Liasson(s) ○ Graphic Designers (Canva or Adobe) 	Tonya Tremitiere TonyaT@Impact100srq.org
Membership	Develops and implement creative and fun membership recruiting & engagement strategies/activities to continue chapter growth through recruiting, engagement, and renewal of members	Join the team for: <ul style="list-style-type: none"> ○ Recruiting & Engagement ○ Meet & Mingle Events ○ Farmer's Markets ○ Survey Data Analysis & Application ○ Assist members with profile updates ○ Monitor & suggest updates for membership web-pages ○ Call Team members 	Gail Lisi GailL@Impact100srq.org
Nonprofit	Develops and implements engagement, communication, and training strategies to strengthen relationships with community nonprofits and increase the quality of applications received.	Coordinators for: <ul style="list-style-type: none"> ○ Database management ○ Data Analysis ○ Information Session Facilitation ○ Communications Development 	Betsy Friedman BetsyF@Impact100srq.org

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		<ul style="list-style-type: none"> ○ Outreach 	
Novelties	Oversees Impact100 SRQ branded merchandise including sourcing merchandise, monitoring merchandise inventory, and executing the sales of merchandise at events.	Coordinators to: <ul style="list-style-type: none"> ○ Manage the online store ○ Ship items to members ○ Track inventory ○ Sell Impact100 SRQ merchandise at special events ○ Perform Cost/income analysis 	<p style="text-align: center;">Pam Kandziora Treasurer@Impact100srq.org</p>
Technology	Supports the organization through technology tools such as MemberLeap, Office 365, and Submittable.	Volunteers of varying levels of computer experience from familiarity with Apple or MS Office suite and email to coding skills. <ul style="list-style-type: none"> ○ website admin ○ data entry ○ report queries ○ helping other members with our app at events 	<p style="text-align: center;">Beth Anderson BethA@Impact100srq.org</p>
Treasury	Supports the organization by processing the financial transactions through our business systems including MemberLeap and QuickBooks.	<ul style="list-style-type: none"> ○ Volunteers with Financial Background: Process new and renewing memberships via several payment methods; Process payments to vendors; Reconcile accounts. ○ Other volunteer opportunities: Support the Novelties team by taking payments at events; Support Treasury by assisting new and renewing members at events with questions and transactions. 	<p style="text-align: center;">Pam Kandziora Treasurer@Impact100srq.org</p>

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Volunteers	<p>“One and Done” volunteers for specific events.</p> <p>Get to know other members by helping with various Impact events and activities</p>	<ul style="list-style-type: none"> ○ Greet and meet guests and members ○ Check-in guests and members ○ Assist in food and beverage set-up ○ Photographers to capture the moments ○ Sell Impact branded merchandise 	<p>Melissa Meserve Volunteer@Impact100srq.org</p>

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