



## GCMS Volunteer Roles

### Roles

COMMUNITY ENGAGEMENT LEADERS					
Volunteer Role	Duties (subject to change)	Hours	Location	# Needed	Shifts (to be finalized)
<b>Volunteer Lead</b>	Serves as the main POC onsite for volunteer check-in, assignments and confirming roles performed as instructed in coordination with Director of Meetings and Events.	16+ hours	In-Person	1	<b>Mon, Dec 5:</b> 6:30am-5:15pm <b>Tues, Dec 6:</b> 6:30am-4:30pm
<b>Community Engagement "Ask Me Anything"</b>	Serves as the first point of contact for event-related and NCMA-related questions and communicate with virtual participants via live Zoom, chat or email. Engage attendees by asking: <ol style="list-style-type: none"> <li>1. Do you know the closest chapter near me? Can you introduce me to the Chapter President or VP of Membership.</li> <li>2. Questions about sessions.</li> <li>3. Questions about the conference.</li> <li>4. Value proposition of NCMA to a new attendee.</li> <li>5. Ways to connect with those not attending the reception in person.</li> </ol>	4 hours per shift	In-Person	1-2 per shift	<b>Mon, Dec 5:</b> 6:45am-10:45am, 10:45am-2:45pm, 2:45pm-5:30pm <b>Tues, Dec 6:</b> 7am-10:30am, 10:30am-2pm, 2pm-4:30pm



<p><b>Session Quality Assurance Detail (SQuAD)</b></p>	<p>Attends breakout sessions and evaluates the effectiveness of the speaker, content, and style, with the purpose of advising NCMA on the value of this session for its membership and potential future engagement.</p> <p>The volunteers will select session assignments and commit to attending those sessions. After each session, the volunteer will complete a survey to capture their reactions and will participate in a post conference virtual focus group discussion.</p> <p>The most qualified volunteers for this role will understand the current and future training needs of our community and have some experience designing or evaluating training. For example, volunteers should be able to recognize learning objectives set by the speaker – and evaluate how well were they met during the session.</p>	<p>3-4 hours per shift plus post-conference virtual focus group</p>	<p>In-Person or Virtual</p>	<p>8 per day</p>	<p><b>Mon, Dec 5:</b></p> <p>A Sessions – 9:30am-10:30am</p> <p>B Sessions - 11am-12pm</p> <p>C Sessions – 1:30pm-2:30pm</p> <p>D Sessions – 3:15pm-4:15pm</p> <p><b>Tues, Dec 6:</b></p> <p>E Sessions – 9:30am-10:30am</p> <p>F Sessions - 11am-12pm</p> <p>G Sessions – 1:30pm-2:30pm</p>
<p><b>Session Engagement</b></p>	<p>Helps answer questions and keep the conversation going with the virtual audience</p>	<p>4.5-6 hours per shift</p>	<p>Virtual</p>	<p>4 per day</p>	<p><b>Mon, Dec 5:</b></p> <p>A Sessions - 9am-10:30am</p> <p>B Sessions - 10:30am-12pm</p> <p>C Sessions – 1pm-2:30pm</p>



					D Sessions – 2:45pm-4:15pm <b>Tues, Dec 6:</b> E Sessions - 9am-10:30am F Sessions - 10:30am-12pm G Sessions – 1pm-2:30pm
<b>GENERAL</b>					
<b>Volunteer Role</b>	<b>Duties (subject to change)</b>	<b>Hours</b>	<b>Location</b>	<b># Needed</b>	<b>Shifts (to be finalized)</b>
<b>Hybrid Session Lead</b>	<p>Serves as overall lead for the session.</p> <p><u>Pre-Conference:</u> Reviews assigned session details and training guides and participates in mandatory volunteer training with NCMA staff , connects with assigned speaker (s) and checks for day-of contact info</p> <p><u>Conference:</u> Serves as the session lead for assigned room for scheduled day:</p> <ul style="list-style-type: none"> <li>- Checks AV set, room set and signage</li> <li>- Confirms logistics with AV tech, speakers and mic runners, if needed</li> <li>- Logs into virtual platform from iPad, records session, ensures session starts and ends at scheduled times</li> <li>- Engages virtual audience and handles virtual Q&amp;A</li> </ul> <p>You will be assigned to cover one room for the full day.</p>	4.5-6 hours per shift	In-Person	4 per day	<p><b>Mon, Dec 5:</b> A Sessions - 9am-10:30am B Sessions - 10:30am-12pm C Sessions – 1pm-2:30pm D Sessions – 2:45pm-4:15pm</p> <p><b>Tues, Dec 6:</b> E Sessions - 9am-10:30am F Sessions - 10:30am-12pm G Sessions – 1pm-2:30pm</p>
<b>Room Monitor</b>	Serves as microphone runner for hybrid sessions and tracks session attendance for all sessions.	3-4 hours per shift	In-Person	4 per day	<p><b>Mon, Dec 5:</b> A Sessions - 9am-10:30am B Sessions - 10:30am-12pm</p>



	You will be assigned to cover one room for the full day.				C Sessions – 1pm-2:30pm D Sessions – 2:45pm-4:15pm <b>Tues, Dec 6:</b> E Sessions - 9am-10:30am F Sessions - 10:30am-12pm G Sessions – 1pm-2:30pm
<b>Registration Usher</b>	Directs attendees to badge pickup, onsite registration or exhibitor/speaker registration at registration	4 hours	In-Person	3	<b>Mon, Dec 5:</b> 6:45am-10:45am
<b>General Session Usher</b>	Assists attendees find open seats, close doors when general session begins	45 minutes		3/shift	<b>Mon, Dec 5:</b> 7:30am-8:15am <b>Tues, Dec 6:</b> 7:30am-8:15am and 2:45pm-3:30pm

### Incentives

- \$200 Discounted registration
- NCMA Community Engagement Leaders lanyard and ribbon
- Volunteer Lounge with snacks/refreshments