



EMAIL TO RECRUIT BOARD & COMMITTEE MEMBERS

Below is a sample email that could be sent by any chapter to encourage your members to come forward and serve on your board or committees.

Feel free to use this directly or to personalize this for your chapter.

The I.I. NCAR Advocates are most grateful to Betty Gebhardt of the Tacoma-Olympia chapter and member of the Ike·Wiki Committee for creating the basis of this “recruitment” resource!

Dear Chapter Members,

Opportunity knocks! Please don’t moan! Please read on?

Our amazing chapter is in need of your direct talents and time! Yes, this is a call for nominations (or as most know, the call “to put yourself forward”)!

The best part is the people that come forward to serve will be joining an experienced, vibrant group that works hard to keep the formalities to a minimum while delivering great learning through ikebana programs and adventures to our members as a whole.

One final reason to entice you is that our board members have enjoyed deepening their chapter “friendships through flowers”.

Some of you will say “but I already served” or “I am too new”. Each of us benefit from the dedication of previous leadership, so it is time to step up (maybe again). Small volunteer powered organizations, like ours, rely on one another to take membership “up a notch”. Besides, the same creative impulse that led you to join the Chapter, is exactly what will also ensure your success in a leadership position!

Maybe the other best part of this call for nominations - the positions are mostly the kind that create a perfect way to step in (or renew your commitment) to supporting the Chapter.

These are the positions open for (insert year and tailor the list below to fit your needs)

- President – provides leadership to the rest of the board and keeps us on track. This isn’t as hard as you might think with all the other positions filled.
- First Vice-President – (with lots of help) plans programs and contacts speakers
- Second Vice President – works to retain and recruit our membership. We can always use more members
- Treasurer – collects our fees and dues and keeps our financial records in order. If you can add and subtract, you can do this!
- Recording Secretary – takes minutes especially at Board Meetings
- Corresponding Secretary – sends condensed minutes & pictures to Tokyo
- Historian – compiles annual activities



Board Members usually are expected to serve for two years. These positions are summarized in our by-laws that are available to you (insert how members can access our by-laws). And thanks to those who have done these jobs before you. Please know that those moving off the board are always available to meet with you and discuss what they did, how they did it and whatever other support you might need..

Please call (insert phone number) or email me this week! I can share more details and answer any questions. The Board (or Nominating Committee) will be meeting (insert date/time) and I'll be able to report on your interest!

Many thanks!

(insert name), Nomination Committee Chair