



JOBS FOR ALL MEMBERS TO CONSIDER

When every member makes an effort to volunteer their time and talent, a chapter is successful, its members are happy and lasting friendships are made. Below is a list of many types of jobs that are needed in an ikebana chapter. Please carefully consider how you can help and reach out to any board member with your offer. We guarantee you will enjoy the experience and make more friends.

**Please check at least two areas where you can help the chapter.
In all cases, another member will show you how to do whatever you wish to learn.**

Volunteers Needed in these Areas	
Board Member	Special Events Luncheon(s)
Membership	Ways & Means (Ginza)
Communications	Fund Raising
Programs	Nominating Committee
Exhibit	Historian
Social Media	Hospitality
Website	Libra me on l ry

Board Member

Check any	Serve on the Board and Committees
	Assist any board member and learn the job
	Handle funds and checks by assisting the treasurer
	Take minutes at board and/or monthly meetings
	Record the chapter activities and make reports to I.I. HQ
	Be a “co” board member one year

Membership

Check any	Ways to help and get to know members
	Sit at sign in table/answer questions, have members/guest sign in
	Be a mentor or buddy to a new member
	Help create and “fill” welcome bags
	Shadow and work with the membership chair and learn the job
	Host a member event at your home
	Call members who have not attended meetings



	Call new members
	Assist with the Yearbook or membership information

Communications

Check any	Help the chapter communicate with members
	Maintain membership email distribution list
	Create emails and publicity for chapter programs and activities
	Help with newsletter or write articles for newsletter

Programs

Check any	Helping with monthly meeting activities
	Help program chair with monthly meeting activities
	Assist with set up and take down of meeting items such as tables, chairs, materials, etc.
	Assistant to the person doing the monthly program
	Shadow and assist program chair and learn the job
	Arrange for a cultural program

Exhibit

Check any	Serve on this important committee
	Assist with set up and take down
	Be a docent/host
	Organize who is entering arrangements
	Assist a demonstrator
	Help at the Ginza
	Provide treats during setup day
	Shadow and work with the chair to learn the job

Social Media

Check any	Ways to help and publicize our activities
	Publicize upcoming chapter events on chapter Facebook/Instagram
	Take photos at chapter events and post them on social media
	Publicize on free websites and with other media



Website

Check any	Help keep our existing website up to date and fresh
	Update activities, information, post monthly programs, refresh

Special Event Luncheon

Check any	Help the chapter organize a special luncheon
	Research area venues for holding a luncheon
	Be the reservations chair
	Organize the fund-raising activity associated with the luncheon
	Provide hospitality (lodging, meals) for the guest demonstrator

Ways and Means (Ginza)

Check any	
	Work with committee to organize chapter Ginza activities
	Help with set up and take down of Ginza items
	Help collect and price donated items
	Act as cashier during Ginza activities

Fund Raising

Check any	Help the chapter communicate with members
	Provide new ideas for fundraising activities
	Promote chapter fundraising activities
	Sell raffle tickets during meetings

Nominating Committee

Check any	Serve on this important committee
	Offer to serve on the committee
	Encourage members of the need for board volunteers
	Make calls and invite members to serve based on their skill set
	Find your own replacement and volunteer for another position

Hospitality

Check any	Help the chapter enjoy their social time
	Organize members to bring a treat to meetings
	Help luncheon and membership chair to greet guests; introduce them to others



Historian

Check any	Assist the Historian
	Take pictures at chapter events
	Help historian digitize chapter records and store them on Google drive

Library

Check any	Help chapter members learn more about ikebana
	Offer to bring selection of chapter library books to each meeting
	Keep track of who takes out books and record its return
	Give a little talk about the books at meetings
	Keep a record of all the chapter library books