

Wild Ones Rock River Valley Chapter Chapter Volunteer Position Needs

Board of Directors	
Board meetings are held the 2 nd Thursday in even numbered months	
President	Conducts meetings, arranges meeting locations, coordinates with National Wild Ones
Vice President	Assists the President
Secretary	Takes minutes at board meetings; Microsoft Word required
Treasurer	Maintains financial records for chapter, Microsoft Excel required Maintains chapter bank account and PayPal account, creates user accounts as needed
Board Member At-Large (two positions)	Assist with assigned Coordinators
Coordinators	
Native Woodland Plant Sale	Submits information for sale brochure, purchases plants, prepares buyers orders, organizes sale in April
Native Prairie Plant Sale	Submits information for sale brochure, purchases plants, prepares buyers orders, organizes sale in May
Native Tree & Shrub Sale	Submits information for sale brochure, purchases plants, prepares buyers orders, organizes sale in September
Booth	Maintains booth display; arranges for booth to be at events
Editorial	Edits copy for chapter newsletter
Facebook	Maintains chapter Facebook page; experience required
Library	Maintains and purchases materials for library
Meeting Recap	Recruits volunteers to write meeting summary for newsletter; Microsoft Word required
Membership	Maintains membership roster; maintains member list in Constant Contact; sends out renewal notices; maintains name badges; staffs registration table at meetings
Mentor	Finds mentors for members making a request
Merchandise	Purchases and maintains merchandise sold at meetings
Newsletter	Assembles newsletter using <i>Adobe InDesign</i> ; 11 issues/year
Plant Rescues	Locates and coordinates plant and seed rescues
Program	Recruits professional speakers for 9 monthly meetings
Publicity	Writes and sends out press releases for chapter events
Show Me/Help Me	Recruits and coordinates members to participate
Volunteer	Recruits members to volunteer to support chapter events Brings beverages to monthly meetings
Website	Creates webpages and maintains chapter website using <i>Adobe Dreamweaver</i> ; Maintains chapter <i>Constant Contact</i> account, sets up templates, trains others to send emails and surveys Maintains all chapter on-line accounts, except bank and PayPal, creates users as needed, assigns secure passwords
Youth Education & Grants	Solicits grant and scholarship submissions, awards grants and scholarships

Monthly Meetings	
A/V Support	Set up and take down equipment for speaker presentations; Connect computer to LCD projector Prepare wireless microphone for speaker
Information Booth	Help set up and take down the display booth
Greeter	Register and greet members and guests at registration table
Library Assistant	Help set up and pack up library books; Assist members with checking out library materials; Assist Coordinator with maintaining library materials
Meeting Recap Writer	Take notes and write a summary of speaker presentation for the chapter newsletter; deadline is 23 rd of month
Photographer	Take digital photographs at meetings for chapter newsletter; must have own equipment with minimum of 2 MP at maximum resolution; deadline is 23 rd of month
Refreshments	Help set up and serve refreshments
Plant Sales	
Under direction of coordinator & with other volunteers, help organize orders prior to pick-up days; help on pick-up days All plant sales are held at <i>Paulson Farm</i> , 4601 Paulson Rd, Caledonia, IL, off Riverside east of I-90	
Woodland Plant Sale helper	April 21-23
Prairie Plant Sale helper	May 12-14
Tree & Shrub Sale helper	September 30-October 1
Booth Staff	
Typically work a 2-3-hour shift with experienced booth staff members, answering questions about Wild Ones and native plants	
Gardener's Pathway	February 27, Kishwaukee College, Malta, IL
Gardening for Food and Fun	March 5, Klehm Arboretum, Rockford, IL
BirdFest	May 14-15, Colored Sands Forest Preserve, Rockton, IL
Nature Fiesta	May 21, Blackhawk Springs Forest Preserve, Cherry Valley
Illinois Renewable Energy Fair	August 20-21, Ogle County Fairgrounds, Oregon, IL
Native Plant Presentations	
Give presentations to groups about native plants using Microsoft PowerPoint or similar presentation software; need your own computer but the chapter has an LCD projector	