

NORTH SHORE BUSINESS FORUM VOLUNTEERS

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	GREET	WELCOME NEW MEMBERS	HOST	SCHEDULE SPEAKERS*
January	Steve Gurdon	Jack Walsh	Herb Harris	Kate Ritter
February	Julie Spreadbury	Sonia Mirkin	Mike Sobus	Brett Kirkpatrick
March	Jane Ash	Kim Stone	Ken Halkin	Marianne Pantelakis
April	Jean Boccelli	Charlene St. Jean	Jeannette Sullivan	Kate Ritter Brett Kirkpatrick
May	Liz Silva	Kim Stone	Kate Ritter	Kelly O'Connor
June	Rosanne Palazola	Sheila Cran-Barry	Bob Bakst	Andy Lutts
July	Katie Finch	Mike Sobus	Herb Harris	Ken Halkin
August	Sheila Cran-Barry	Barbara Fiske	Julie Spreadbury	Kate Ritter
September	Rosanne Palazola	Michelle Little	Charlene St. Jean	Gloria Bakst
October	Jean Boccelli	Margo Carey	Kate Ritter	Brett Kirkpatrick
November	Marisa Cole	Cathy Draper	David Bateman	Gloria Bakst
December	Doreen Blades	Need Volunteer	Steve Gurdon	Julie Spreadbury

* Volunteer for this month should have schedule completed three months prior to the month. e.g. July's schedule should be complete by the end of April.

* See topics for the year. If you know of anyone who would be a good speaker, please contact that person as well as the person scheduling for that month.

Backup

Subs:

Before volunteering, please see the NSBF Volunteer Responsibilities sheet.

North Shore Business Forum Volunteer Responsibilities

We appreciate all who volunteer to help. But it's critical that if you cannot fulfill your responsibility, or have any questions whatsoever, you contact your mentor immediately. We also ask that you volunteer only if you have been attending NSBF meetings for at least six months.

Greet: Set up table at the door by 7:00AM. Greet visitors and collect the \$9.00 fee from all but the speaker. At end of the meeting, pay the Danversport Yacht Club. You should put out "Print-In" Sheet, membership books, Info sheet to add name to the book, receipts, etc. Before Friday, ensure that there are enough of these supplies for the meeting. "Mentors": David Bateman and Herb Harris.

Welcome New Members: Assist Greeter with setting up. Organize name tags, etc. Sit at greeter table so you can hand out 5-minute raffle tickets and sell "The Book". You'll also welcome new members before the meeting to inform them more about how the meeting will operate and make them feel welcome. After the meeting, if possible, thank them for coming and ask that they keep coming. "Mentors": Julie Spreadbury and Charlene St. Jean.

Host: Master of Ceremonies for the meeting. As you will be introducing the speaker, you should contact the speaker to confirm and give directions, to explain the process and to obtain an introduction. "Mentor": Rich Aldrich and Jeannette Sullivan.

Schedule Speakers: Schedule speakers at least two months prior to the first meeting of the month. Send introductory memo, then confirmation letter. (These are available at NSBF website.) Be sure to tell the speaker to allow a total of 30 minutes (including questions) and that the presentation should not be an infomercial. Send the info about the speaker to both the host and the webmaster (Jeannette Sullivan) as soon as possible. "Mentor": Kate Ritter and Brett Kirkpatrick.