

JOBS FOR ALL MEMBERS TO CONSIDER

Revised 3/29/2024

Ikebana International San Diego Chapter #119

When every member makes an effort to volunteer their time and talent, an I.I. chapter is successful, its members are happy and lasting friendships are made. Below is a list of the many types of jobs that are needed in our chapter. Please carefully consider how you can help and return this form to the Nominations Director, Judi Bowes, by email (JudithLBowes@gmail.com), or mail (11475 Forestview Lane, San Diego 92131), or in person at a meeting.

Please check at least two (or more!) areas where you can help the chapter. In all cases, another member will show you how to do whatever you wish to learn. We guarantee you will enjoy the experience and make wonderful friendships. No worries if you cannot commit to an entire year. Describe any parttime availability in the blank space next to the topic.

Name _____ Phone _____ Email _____

Membership

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| Check any | Ways to help and get to know members: |
| | Sit at the sign in table, have members and guests sign in, welcome all. |
| | Be a mentor or buddy to a new member. |
| | Assist with the yearbook and membership information. |
| | Shadow and assist the Membership Director and learn about the job. |
| | Shadow and assist the Member Directory Chair and learn about the job. |

Programs

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| Check any | Ways to help with monthly meeting activities: |
| | Help (during July and August) the 2 nd Vice President with planning the monthly meeting activities. |
| | Assist with the set up and take down of meeting items. |
| | Recommend cultural programs and demonstrations. |
| | Offer to present a workshop on a Japanese art (origami, haiku, washi arts, furoshiki, etc). |
| | Shadow and assist the 2 nd Vice President and learn about the job. |
| | Shadow and assist the Related Arts Chair and learn about the job. |
| | Shadow and assist the Audio Chair and learn about the job. |

Hospitality

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| Check any | Ways to help the chapter enjoy social time: |
| | Help with set up and clean up of tables, tea, and potluck buffet. |
| | Help the Membership Director and Friendship Chair greet members and guests. |
| | Sit with guests and new members at the Friendship Table during lunch. |
| | Shadow and assist the Hospitality Chair and learn about the job. |

Ways and Means and Fund Raising

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| Check any | Ways to help the chapter raise funds |
| | Help collect and price donated items. |
| | Act as cashier during sales events. |
| | Help with set up and take down of sales events. |
| | Provide ideas for fundraising activities and help organize them. |
| | Offer to sell tickets and conduct the raffle at monthly meetings. |
| | Shadow and assist the Ways and Means Chair and learn about the job. |
| | Shadow and assist the Raffles Chair and learn about the job. |

Library

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| Check any | Help chapter members learn more about ikebana: |
| | Offer to bring a selection of chapter library books and magazines to a meeting. |
| | Keep track of who checks out and returns library materials. |
| | Maintain a catalog of all chapter library materials. |
| | Shadow and assist the Librarian and learn about the job. |

Exhibition

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| Check any | Serve on this important Exhibition committee: |
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| | Assist with set up and take down. |
| | Be a host (answer questions, welcome guests at the reception table). |
| | Help at the Ways and Means table. |
| | Help with Hospitality (food and beverages). |
| | Offer to be a Co-Chair for the Exhibition; assisting the Chair in all aspects of the exhibition including the scheduling of members for specific responsibilities. |
| | Shadow and assist the Exhibition Chair and learn about the job. |

Luncheon

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| Check any | Ways to help the chapter organize the annual luncheon. |
| | Research area venues for holding a luncheon. |
| | Assist the Luncheon Chair with preparations. |
| | Shadow and assist the Luncheon Chair and learn about the job. |

Communications

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| Check any | Ways to help the chapter communicate with members and the public: |
| | Help create emails and publicity for chapter programs and activities. |
| | Help with the newsletter or write articles for the newsletter (a creative opportunity). |
| | Help publicize chapter events on social media (Facebook, Instagram, etc). |
| | Shadow and assist the Newsletter Chair and learn about the job. |
| | Shadow and assist the Public Relations Chair and learn about the job. |
| | Shadow and assist the IT Website Chair and learn about the job. |
| | Shadow and assist the IT Social Media Chair and learn about the job. |

Historian

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| Check any | Assist the Historian: |
| | Help the Historian digitize chapter records and store them. |
| | Take photos at chapter events. |
| | Shadow and assist the Historian and learn about the job. |

Nominations Committee

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| Check any | Serve on this important committee: |
| | Contact members and invite them to serve. |
| | Find your own replacement and volunteer for another position. |
| | Encourage members of the need for board volunteers. |
| | Shadow and assist the Nominations Director and learn about the job. |

Additional Positions on the Chapter Board

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| Check any | Be an important part of chapter leadership. |
| | Shadow and assist the President and learn about the job. |
| | Shadow and assist the 1st Vice President and learn about the job. |
| | Shadow and assist the Recording Secretary and learn about the job. |
| | Shadow and assist the Corresponding Secretary and learn about the job. |
| | Shadow and assist the Treasurer and learn about the job. |
| | Shadow and assist the Friendship and Amenities Chair and learn about the job. |
| | Shadow and assist the Audit Chair and learn about the job. |
| | Shadow and assist the Budget Chair and learn about the job. |
| | Shadow and assist the Parliamentarian and learn about the job. |
| | Shadow and assist the Properties Chair and learn about the job. |
| | Shadow and assist the Japanese Friendship Garden and Museum Liaison and learn about the job. |
| | Offer to make an ikebana arrangement for the Japanese Friendship Garden tokonoma. |

Please list your interests, skills, and talents:

THANK YOU! Additional information about each board position can be found in our By Laws and Standing Rules. They are provided in the Members Only section of our website: ikebanasandiego.org.