

FEI Dallas Chapter Committee Volunteer Form



Name _____

Company _____

Job title _____

Phone _____

Email _____

Please check one:

- Chapter Member
- Chapter Sponsor

Please indicate below the committee/s you are interested in and rate them by preference, with 1 being your top choice. Return this form to Jackie Dunn: jackie.dunn@feidallas.org.

___ Arrangements

Responsible for the arrangement of sites, meals and the coordination of A/V requirements for chapter meetings and other events, as requested.

___ Career Management

Conducts regular networking meetings and seminars in partnership with the Financial Executive Networking Group (FENG) for the benefit of members in transition. Arranges meeting speakers and/or materials to assist in job search activities including an annual Career event. Networks with job seekers and company recruiting representatives. Assists chapter members by providing qualified candidates for openings on their financial staff.

___ Diversity & Inclusion

Identifies opportunities to increase diverse representation in membership and chapter leadership, fosters a culture of inclusion, and champions integration of inclusion strategies into standing committees and ongoing activities. Partners with Special Partners and chapter committees to emphasize the business impact of diversity and the profitability of inclusion.

___ External Relations

Builds strategic relationships with other business and industry advocacy groups. Develops media to promote FEI Dallas Chapter. Manages information requests and processes with other organizations for selected events. Coordinates social media for online communications via web, social media, video, and other means. Raises brand awareness of FEI Dallas with other organizations, including those with connections into the financial leadership community.

___ Membership: Experience

Responsible for integrating new members into the chapter and ensuring their involvement over time. Oversees the Ambassador program which provides a resource for new members and those individuals who have recently transitioned into the Dallas Chapter. Ambassadors serve as a point of contact for new

members and serve as a liaison at chapter functions. Manages the Volunteer Experience program which coordinates member interests with committee openings.

___ Membership: Recruiting

Develops and executes an annual membership recruitment plan, including programs and events to attract new member candidates. Responds to queries regarding membership qualifications. Interacts with headquarters to clarify and resolve qualification matters. Distributes membership applications and communicates the benefits of membership to prospective members. Reaches out to expiring and/or non-renewing members for retention purposes. Interacts with other chapters around the country to share best recruitment and retention practices.

___ Membership: SIGs/Peer Groups

Identifies and organizes Special Interest Groups and Peer-to-Peer Groups. Facilitates the formation, execution, and ongoing support of small peer-oriented groups, as well as industry-focused groups, to enable the sharing of ideas, experiences, and expertise in order to help members grow professionally and improve their understanding of ongoing business challenges.

___ Professional Development

Plans and arranges professional development sessions. Selects relevant subjects, invites speakers, and schedules programs. Meets with speakers to ensure proper content and nature of presentation.

___ Programs (Dinner Meetings)

Plans and arranges for dinner speakers at the seven meetings throughout the chapter year. Often coordinates topics with the Professional Development Chair. Provides speaker and presentation information along with audio visual requirements. Responsible for speaker introductions at the dinner meetings, and purchase and delivery of speaker gifts.

— **Special Events (Education)**

Plans and arranges for programs and professional development that fall outside the regular chapter meetings. Coordinates with chapter sponsors, other professional organizations, and special events partners to present programs and professional development sessions. Meets with sponsors and speakers to ensure appropriate content and presentation. Routinely coordinates with other chapter committees including Arrangements, Programs, and Sponsorship to ensure effective and efficient logistics, continuity in content, and sponsor participation, where possible.

— **Special Events (Socials)**

Responsible for setting the budget, planning, arranging and managing the annual socials and other special events. Coordinates with the Sponsorship committee to engage event sponsors.

Planning committees under Special Events:

Golf Tournament Planning Committee

Responsible for setting the budget, planning, and managing the golf tournament at the annual Spring Social.

Wine Tasting Planning Committee

Responsible for setting the budget, planning, and managing the wine tasting at the annual Spring Social, including selection of the theme, wines, and pairings.

— **Sponsorship**

Responsible for raising sponsor dollars to fund planned chapter activities. Maintains sponsor relationships and coordinates sponsor attendance and membership access in cooperation with the Membership Committee, First Vice President and President.