

Seeking a Volunteer to be our General Meeting/Evening Program Coordinator

Every other month, the Santa Lucia Chapter of the Sierra Club offers an evening program on Zoom for its members and supporters. Recent topics have included:

- The proposed Chumash Heritage National Marine Sanctuary
- Mental Health and the Climate Crisis
- Recycling and the Use of Plastics
- The Importance of Being Oak Trees
- An Evening of California Wildflowers
- Going Green with Greywater
- Energy Storage 101
- A documentary film - *Saging the World*

We are in search of a volunteer to develop, organize, and run these evening programs. It's a great opportunity to engage with the Chapter and the community, learn more about environmental issues important to our members, and share that information with our community. For the right person, it's a lot of fun!

Responsibilities:

- Plan General Meeting - develop topic and invite speaker(s); set date
- Set up registration using Campfire (a Sierra Club online event registration system)
- Develop meeting invitation to publish in newsletter and emails; coordinate with Communications Team to advertise the event
- Communicate with registrants - send meeting reminders with Zoom link
- Manage event - coordinate with speakers; moderate or identify another person to moderate the event; operate Zoom; record event with consent of the speakers
- Follow-up - thank the speakers and moderator; email link to recording to registrants or provide any other follow-up materials

Time Commitment: 6-8 hours every other month

Training/Support: The current coordinator will provide training and support

Qualifications:

- Likes organizing events; good at planning
- Willing to learn how to use technology - Campfire and Zoom - both are easy!
- Responsible; gets things done in a timely manner

Contact:

- Carole Mintzer, Chair, Santa Lucia Chapter, camintzer@gmail.com
- OR Andrew Christie, Director, Santa Lucia Chapter, sierraclub8@gmail.com