

# ADOBE® INDESIGN® USER GROUP PHOENIX CHAPTER



## Leadership Elections 2010 - 2011

Are you fit to be one of our leaders? All it takes is a great attitude, some knowledge of InDesign and the desire to grow our group. In addition, you must be able to attend IDUG meetings regularly. This will be a one-year commitment, with responsibilities starting in September. Please see below for role-specific responsibilities:

### President

Responsible for overseeing the overall functionality of the group and ensuring that meetings are valuable to the members.

- Lead the meetings
- Coordinate scheduling and planning for meetings
- Solicit/coordinate sponsorships and work with other officers to carry these through.

### Director of Marketing

Responsible for promoting our group within the community and our members through social media, community calendars, etc.

- Update and maintain social media accounts
- Take photos during meetings as needed

### Director of Operations

Responsible for securing meeting location and coordinating food/drinks, equipment, seating, raffle prizes, etc.

### Director of Content

Responsible for coordinating and/or conducting the educational aspects of the meeting which include presentations, trivia and Q&A.

### Director of Membership

Responsible for building and maintaining our membership.

- Coordinate the registration table at each meeting
- Encourage guests to join the group
- Answer membership questions
- Collect/manage group funds

### Director of Administration

Responsible for administrative duties as well working with the IDUG support team to maintain the website.

- Writing/posting meeting announcements and summaries.
- Manage and maintain the job posting pod

## To nominate yourself or someone else for one of these roles,

all you have to do is fill out the form below and send it to [phoenix@indesignusergroup.com](mailto:phoenix@indesignusergroup.com). Please submit all nominations by Friday, August 6th. If you have been nominated, we will be in touch to inform you of the next steps in the process.

Name: \_\_\_\_\_

Leadership role: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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SUBMIT