



ASTD Maryland – Volunteer Opportunities

Your expertise is in this area or you would like to develop your skills	Recommended area to volunteer
<p style="text-align: center;">Twitter, Facebook, LinkedIn</p> <p>Encourage collaboration and knowledge sharing among membership, ASTD National and other chapters.</p>	<p>Communications Social Media</p>
<p style="text-align: center;">Website and Publication Development</p> <p>Writing articles, collecting submissions, and performing layout production for the newsletter; creating content, collecting submissions, and managing website layout and content accuracy.</p>	<p>Newsletter Website</p>
<p style="text-align: center;">Job Postings and Special Interest Groups</p> <p>Maintain job listing on website and social media outlets. Oversee Special Interest Group activities to ensure alignment with chapter mission.</p>	<p>Job Postings SIGs</p>
<p style="text-align: center;">Member Management and Recruitment</p> <p>Developing and executing strategies to attract and retain chapter members, providing orientation to new chapter members, greeting and welcoming members at meetings.</p>	<p>Membership</p>
<p style="text-align: center;">Financial Planning</p> <p>Supporting the management of chapter finances, including budgeting, profit and loss reconciliation, and expense tracking; assisting with year end financial audit; ensuring compliance with association guidelines and applicable laws</p>	<p>Finance</p>
<p style="text-align: center;">Marketing</p> <p>Developing and executing marketing strategies to maximize external exposure of chapter; writing marketing communications</p>	<p>Marketing</p>
<p style="text-align: center;">Event Planning and Management</p> <p>Greeting program attendees, identifying event locations, presenters, menus and logistics.</p>	<p>Programs Event Planning</p>

For more information, contact our [Director of Membership](#).