WEST
Advancing Women in the
Enterprise of Science & Technology

About WEST:

WEST is a learning community that provides women in the enterprise of science and technology with the inspiration, knowledge, and connections to reach their full potential.

Benefits of Volunteering:

Volunteering is an opportunity to develop a new skill, expand your career options, be part of your community, gain a stronger sense of achievement, develop new interests, problem solve, improve programs, teach others, make important networking contacts, build self-confidence, gain leadership experience, express gratitude for the help you have received, experience working on a team, meet a diverse range of people, and receive WEST program discounts. Volunteers can also attend some events for free. Volunteers get one free regular event for every quarter with at least 15 hours of service, one free regular event for every four new paid members secured, one free regular event for every workshop planned, and free attendance at an event when helping with setup, cleanup, and registration.

Volunteer Opportunities:

Ambassador Program
- Be the face and voice of WEST in your organization communicating WEST's mission and vision
- Spread the word about upcoming events and encourage attendance
- Enthusiastically explain the benefits of WEST membership

Database and Office Management
- Update and maintain WEST's database, including data entry, deletion of duplications, and monthly updates

Fundraising/Grants
- Identify funding opportunities for program priorities by researching donor and grant prospects
- Solicit corporate sponsorships, silent auction donations, gift cards, and in-kind donations
- Generate revenue for programs through timely submission of well-written grants

Marketing and Communication
- Write and compile material for our email newsletters
- Post updates on Facebook, Twitter, LinkedIn, and other social media
- Raise visibility for WEST and its mission

Membership
- Build the membership base of WEST and enhance the WEST community experience for members
- Contact prospective members, new members, and expiring members to encourage membership
- Visit and present to appropriate organizations to educate on what WEST does and offers
- Determine and implement methods to recognize and reward members

Mentoring Program
- Design a mentoring program by examining recruitment, screening, orientation and training, matching, match activities, ongoing support, recognition and match closure
- Create a plan for evaluating the impact and outcomes of the program

Programming/Events
- Help design and execute WEST educational programs, seminars, workshops, parties, and other events
- Develop workshop topics and secure speakers
- Create the program flyer, including title, description, speaker bios, date, time, location, and cost

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