



Information Technology Thought Leaders.

BDPA Rhode Island Volunteer Package

Work With Me!!!



**Working together, we can make BDPA Rhode Island
Chapter a smooth running, high performance
organization!**

Yes. I want to Volunteer!

Hours a Month I Can Donate to BDPA

- 1 - 5
- 5 -10
- 10 - 15
- 15 or more

I Would Like to Work in the Following Departments

- Alliance
- Budget
- Career Development
- Chapter Organization
- Communications
- Conference Administration
- Contact Management
- External/Internal Support
- Fundraising
- Marketing
- Member Benefits
- Outreach
- Planning
- Professional Development
- Recruit/Retention
- Special Interest Groups SIG(TSIG & ESIG)

I Would Like to Help Coordinate These Programs and Activities

- High School Computer Competition
- High School Computer Camp
- The Youth Technology Seminar Series (YTSS)
- Summer Internship Program
- Professional Development Seminars & Workshops
- Monthly Program Meetings
- BDPA TV
- BDPA Cookout
- Holiday Party
- Communications
- Chapter Building Workshop
- Corporate Marketing

My Contact Information

Note: this information will also be used to verify the membership database.

Name: _____

Address: _____

City, State, Zip: _____

Home phone: _____

Work phone: _____

E-mail address: _____

Company Name: _____

Company Address: _____



I Am Interested in These Other Volunteer Opportunities

- Awards Luncheon Committee
- Awards Committee
- Chapter Building Workshop Focus Group
- Corporate Champions
- Education Banquet Committee
- Election Committee
- Every Member Canvass
- Key Communicator
- Membership Recruitment/Retention
- National Conference Delegates
- Newsletter
- Photo Journalist
- Process and Procedures
- Strategic Alliance Liaisons
- Videographer
- Voicemail Monitor
- Volunteer Coordinator
- Web site

For More Information Contact

BDPA Rhode Island
Volunteer Coordinator
Office: 401 273-BDPA (2372)

E-mail: Info@BDPA-RI.org

Visit Our Website

www.bdpa-ri.org



BDPA Rhode Island Chapter Department Responsibilities

Business Management

Internal/External Support

The Internal/External Support Department is responsible for policy/procedures, bylaws management, elections, parliamentary procedures, legal services, insurance, regional conference liaison, national conference liaison, and external auditor. Additionally, this department is responsible for the chapter office, including the telephone, voice mail, copier, mail, file cabinets, supplies postage meter and track hardware and software donations. This department coordinates office use by other members and insures all mail is distributed.

Conference Administration

This department handles national conference participation and with the membership. Where as the team works to increase member registration to the national conference.

SIG Special Interest Groups

These groups are established to develop BDPA into a business facilitator for its entrepreneurial and small business members, where BDPA empowers these members to do business with its corporate members, business members, government agencies, and educational institutions. Create small business Links to BDPA Business Members (corporate members, business members, government agencies, and educational institutions). Establish contacts and liaisons within the major institutions for small business members. Establish an entrepreneurs database as a resource for BDPA Business Members. Provide entrepreneurs and small business members access to BDPA Business Members: Preferred Vendors List, Small Business Programs and Small Business Funds. Conduct workshops and seminars to prepare small business members to do business with BDPA business partners

Membership Management

Marketing Department

This department handles both marketing and public relations efforts. Marketing means, in a nutshell, letting people know what BDPA-Rhode Island Chapter is all about, and how to join our ranks, or become involved in our programs. This department coordinates the BDPA-TV cable program, and is responsible for giving BDPA Rhode Island exposure in radio and print media announcing programs and activities. This department also coordinates the Annual Holiday Party.

Recruitment/Retention

The Membership Department is responsible for member recruitment, retention processing applications and maintaining an accurate membership database (locally and nationally). This includes coordinating transmittals of new/renewal members and database changes to the National BDPA office. As new members join BDPA, the Membership Department conducts new Member Orientations and makes sure that new member packages are distributed. This department also hosts presentations to employee groups recruiting new members.

Contact Management

The Membership Department provides mailing labels for chapter mailings and makes sure that renewal notices are sent out on a timely basis. Another critical responsibility of the Membership Department is to monitor the BDPA Rhode Island voicemail box and answer member information queries on a timely basis.

Finance

Budget

The Budget Department is responsible for creating and monitoring our annual budget. Additionally, quarterly budgets are submitted to National BDPA on a timely basis by this department. The annual budget will be presented to the local Board of Directors for approval on or before the November BOD meeting.

Internal/External Funding/Fundraising

This department was formed to concentrate on development of funding sources to support chapter programs. These funding sources would include the BDPA Education & Technology Foundation, other foundations, corporate funding, individual donations, and other fundraising events. This department establishes and maintains relationships with those persons involved in the administration for the funding sources. BDPA Rhode Island Chapter will support all funding strategies and efforts adopted by the National Board of Directors and implemented by the National VP-Finance.

Member Services

Professional Development

The true purpose of the Monthly Program Meeting is to recruit new members, and to retain the current membership. For many members the Program Meeting is BDPA. Many never attend a workshop, or fund-raising event. They do not attend the conference, but they do attend the program meeting. For this reason, each program meeting must be a truly interesting and a value added event. Presenters are carefully selected to offer state-of-the-art insights on the latest Information Technology trends. The program department arranges for facilities and speakers and publishes an annual calendar (currently on the www.bdpa-ri.org web page).

The Professional Development Department is responsible for hosting seminars, workshops and certification study groups to ensure that BDPA meets its mission of strengthening the expertise of minority members of the Information Technology Industry. In addition to technical seminars and training, the Professional Development Department hosts career nights, resume writing and other workshops to help members develop their "soft skills". Since seminars and workshops are open to the general community, this helps fulfill the BDPA

Rhode Island mission of "broadening the Information Technology knowledge of the minority community as a whole".

Communications

The Communications department is primarily responsible for getting out The InfoExchange. That also includes communications with advertisers, soliciting ads, coordinating vendor activities, and maintaining the annual production schedule. Communications would also assume the responsibility for maintaining the WWW Home Page, and, make sure that information regarding the chapter is disseminated through electronic as well as print media.

Career Development

This department is responsible for career development & counseling of our members. Examples of the business processes worked in this department include profile/skill set database, corporate jobs database, chapter participation with information technology career fairs, resume critique services. We also plan to create a resume book for use by our student members in obtaining summer internships with our corporate supporters & sponsors.

Outreach Department

The Outreach Department is responsible for community outreach programs at the grammar school and high school levels. This includes the Adopt-a-School, Adopt-a-Class, High School Computer Club and High School Computer Competition programs. This department arranges for facilities, books, equipment, instructors and other resources in support of these programs. The highlight activity for this department is the High School Computer Competition where a team of students undergo intensive training and are sent to the National BDPA conference to compete nationally for scholarship funds.

The primary responsibility of the Student Development Department is to manage the Summer Internship Program. This involves soliciting resumes from college students through contacts at college campuses and other affiliations. Training is also provided to teach resume writing and interviewing skills. And once students are hired, buddies and mentors are assigned to ensure the success of their assignments. Each year the student development department works with students and corporate supporters to make sure a resource pool of new entrants into the Information Technology Industry persists. This helps fulfill the BDPA Rhode Island mission of "offering expertise to those minorities evaluating, data processing for future career/business potential".

Strategy & Planning

Planning Department

This department handles all aspects of our strategic planning process. This includes the development of a formal chapter business plan. Our strategic planning process will analyze our chapter's strengths and weaknesses and will provide us with long-range planning premises for a 3-5 year period into the future. Our business plan will cover a single calendar year and will ordinarily be presented to the full Board of Directors on or before the October Board Of Directors meeting.

Alliance Department

This department handles all aspects of our strategic alliances with corporations and organizations. Specifically, this department is the support vehicle for our chapter's

Corporate Advisory Council. Also, this department works with other professional associations and community organizations to build relationships identify collaboration opportunities and share communication. This involves meetings to identify networking opportunities, exchange calendars of programs and activities, brainstorm collaborative strategies. A preferred vendor list would be another deliverable of this function.

Chapter Organization Department

This department measures and reports on our success in all aspects of our performance. Any chapter reward/award recognition programs are created/maintained from this department. Our annual Chapter Report is prepared by this chapter to be submitted to National BDPA on or before the March BOD meeting.



BDPA Rhode Island Programs and Activities Summary

High School Computer Competition

Description: An intensive technical training program culminating of sending a team of 5 high school students to the BDPA National conference where they compete for scholarship funds against 20-30 teams from other chapters.

Time Frame: June through August

Managed by: Outreach Department.

High School Computer Camp

Description: An instructional program held on Saturday where high school students gather to learn and use computers. The focus is providing a fun filled environment to encourage students and engage them in computer related activities.

Time Frame: March through June

Managed by: Outreach Department.

Professional Development Seminars and Workshops

Description: Seminars, workshops and professional certification study groups are held on a variety of topics like Web page design (JAVA/HTML), Microsoft Office tools, Novell Software, data security, career development and personal development.

Time Frame: Monthly

Managed by: Professional Development Department

Monthly Program Meetings

Description: Every 3rd Tuesday program meetings are held at 17 Gordon Avenue Providence. These meetings are for information sharing, networking and center around formal presentations on leading edge technology.

Time Frame: Monthly

Managed By: Professional Development Department.

Corporate Advisory Council

Description: A self sustaining group of high level executives who assist the Rhode Island chapter with leadership and direction. This group is very helpful in securing corporate support, sponsoring the *SITES* Program and co-sponsoring the annual Education Banquet.

Time Frame: Quarterly meetings

Managed By: Strategy and Planning Department

CIO Reception

Description: An annual event hosted by the Corporate Advisory Council (CAC) where high level CIO (Chief Information Officer) executives from the Rhode Island area are invited to a presentation on BDPA and corporate participation opportunities.

Time Frame: Oct/Nov
Managed by: CAC and BOD

BDPA TV

Description: A program on Rhode Island Access Cable TV in a call in talk show format. Topics range from an overview of the organization, benefits of membership, technical and professional development presentations.

Time Frame: Any quarter based on Rhode Island Access scheduling
Managed by: Marketing & Communications Departments

BDPA Cookout

Description: An annual event cookout celebration.

Time Frame: July
Managed by: Recruitment / Retention Department

Coalition Holiday Party

Description: A collaborative networking event celebrating the Christmas holiday season. A jointly sponsored event with NSBE (National Society of Black Engineers), NBMBAA (National Black MBA Association)

Time Frame: Dec
Managed by: Marketing Department.

Communications

Description: Outside of the monthly program meetings, several communication mechanisms have been put in place in order to effectively communicate with membership and other interested parties. They are 1) the Monthly InfoExchange newsletter, 2) the BDPA Rhode Island web site (www.bdpa-ri.org), 3) monthly membership mailings, 4) e-mail notices sent out several times a week, and 5) a voicemail and messaging system that announces upcoming events and accepts messages for follow-up contact.

Time Frame: Continuous
Managed by: Communications Dept., Voice Mail is managed by Chapter Administration

Cable Show Producer

Responsible for the Production Team and coordination of special BDPA events and other various video projects for the BDPA. The producer will coordinate the Public Access Certification Program for our members. The producer will coordinate other video projects through Media Bridges, for productions on Public Access Television.

Time Frame: Continuous
Managed by: Communications Dept.

Production Team

Reports to the Cable Show Producer. This team will be responsible for video production of BDPA events. This team will be Public Access Certified through Time Warner Cable Company.

Time Frame: Continuous
Managed by: Communications Dept.

Newsletter Editor

Responsible for the Newsletter Producers and overseeing the InfoExchange (BDPA Newsletter). Responsible for ensuring that content and updates are assigned and posted by the newsletter editors according to the department's deadline.

Time Frame: Continuous
Managed by: Communications Dept.

Newsletter Producers

Reports to the Newsletter Editor. This group will be responsible for updates, maintenance, and content creation for the BDPA Newsletter.

Time Frame: Continuous
Managed by: Communications Dept.

Media Distribution

Responsible for the distribution of BDPA media to internal and external sources. This will include but not limited to the BDPA Newsletter, Video, CD-ROM, etc. This department will ensure enough copies, duplicates, and originals are distributed to the appropriate sources.

Time Frame: Continuous
Managed by: Communications Dept.

Webmaster

Responsible for the Web Developers and overseeing the BDPA website. Responsible for ensuring that content and updates are assigned and posted by the web developers according to the department's deadline.

Time Frame: Continuous
Managed by: Communications Dept.

Web Developers

Reports to the Webmaster. This group will be responsible for updates, maintenance, and content creation for the BDPA website.

Time Frame: Continuous
Managed by: Communications Dept.

System Administrator

Responsible for the System Technicians and the administration of Information Technology Systems and computers for the BDPA. Responsible for new software and hardware implementation for the BDPA.

Time Frame: Continuous
Managed by: Communications Dept.

System Technicians

Reports to the System Administrator. Responsible for the testing and implementation for new hardware and software that will be used by the BDPA organization and its members. Will also be responsible for maintaining computer systems for the BDPA.

Time Frame: Continuous
Managed by: Communications Dept.

Photojournalist

Responsible for photography and posting digital photographs for the BDPA Chapter and membership. Will work with the Newsletter Editor, Webmaster, and other Communication Departments to ensure photos of BDPA events and other BDPA projects are distributed to members, posted in the BDPA newsletter, and posted on the BDPA web site.

Time Frame: Continuous
Managed by: Communications Dept.

Chapter Building Workshop

Description: Every year members are encouraged to join an enthusiastic brainstorming session used to provide feedback to chapter management, develop new programs and to share expertise. This workshop usually spawns focus groups, task forces and committees who follow-up on initiatives.

Time Frame: 1 a quarter
Managed by: Membership Management Department

Awards Luncheon

Description: An annual fund raising event designed to recognize active participants in making BDPA Rhode Island a success. This is the major fund-raiser to sustain the operating budget.

Time Frame: February
Managed by: Internal/External Funding/Fundraising Department

Education Banquet

Description: An annual event to raise funds for BDPA *SITES* programs. Students and instructors are honored.

Time Frame: September
Managed by: Internal/External Funding/Fundraising Department

Corporate Marketing

Description: A structured program of meetings, proposals and requests for corporate support of BDPA programs and activities. This activity is structured around corporate contact at CAC meetings, Banquets and the CIO Reception.

Time Frame: Continuous
Managed by: Strategy and Planning Department



Other Volunteer Opportunities

In addition to the 15 standing departments of the BDPA Rhode Island Chapter, there are several committees and volunteer roles that cross department boundaries, and tend to be short term in nature. These opportunities are good for members who do not want to make the long-term commitment to a department but would still like to get involved and a contribution in the spirit of volunteerism.

Awards Luncheon Committee

Work with the Board of Directors and the Awards Committee to coordinate and organize a successful fund raising event. Solicit keynote speaker. Establish a theme. Arrange for venue and menu. Send out member and corporate invitations. Manage ticket sales. Engage membership and corporate supporters. Help market event.

Awards Committee

Responsible for identifying and selecting member and corporate award recipients to be recognized at the annual Awards banquet. Includes applying for awards from other organizations and facilitating additional member recognition activities (e.g. member recruitment drive awards and member of the month recognition).

Chapter Building Workshop Focus Group

Every year the chapter-building workshop is used as a forum for members to generate ideas and enthusiasm for running a successful chapter. Focus group members help organize the brainstorming session and more importantly, follow-up on new ideas to see them implemented.

Corporate Champions

Facilitate communication between BDPA and the Corporation in order to recruit new members and solicit corporate financial support. Pass out marketing material and invitations to chapter programs and activities. Market fund raising activities (e.g. banquet tickets). Coordinate Corporate Marketing and Membership Recruitment presentations.

Education Banquet Committee

Work with the Corporate Advisory Council, Board of Directors and Outreach Department to coordinate and organize a successful fund raising event. Solicit keynote speaker. Establish a theme. Arrange for the venue and the menu. Send out member and corporate invitations. Manage ticket sales. Engage students and educational institutions.

Election Committee

As defined by chapter bylaws, this committee forms every 2 years and is comprised of 3-5 members who will oversee the election process. On rare occasions, when an officer position is prematurely vacated, this committee would oversee a special election.

Every Member Canvass Committee

The success of the organization is directly related to how well the chapter stays in touch with its members. This committee ensures that on a periodic basis, a thorough attempt is made to get in touch with each and every member by any means necessary. It involves sending out notices, making phone calls and reconciling databases on a periodic basis. The purpose of the Every Member Canvass is to 1) Call for volunteers, 2) cleanse membership lists, 3) ask for renewals, 4) capture e-

mail addresses, 5) identify and expand Key Communicator role and 6) communicate upcoming events.

Key Communicator

Facilitate open and regular communication between the chapter and its members. This is a person relied on to share the latest information on BDPA. When is the next meeting? Who is the presenter? Disseminate information, solicit feedback and make sure members stay in touch with the organization. Each key communicator is assigned 5-10 members to work with.

National Conference Delegates

Represent the chapter at the National Conference. Identify key issues, determine member direction and advocate initiatives on a National level. Delegates are selected at the May program meeting and receive a small stipend to help defray travel costs to the National BDPA Convention in August.

Photo Journalist

A role for a real camera bug. Take pictures and maintain photo albums and picture displays. Also includes maintaining chapter archives of pictures taken by professional photographers. Help select pictures for The InfoExchange newsletter. Scan pictures and make them available on the BDPA Rhode Island web page.

Processes and Procedures Manual

Work on a team to document existing processes and procedures. Review and analyze process steps. Identify opportunities for improvement and suggest alternative approaches. Help train new members and board members on chapter policies and processes. For reliability and continuity, we have to have documented policies and procedures in place and trained staff ready to take over at a moment's notice. We must operate in hot standby mode.

Strategic Alliance Liaisons

Work with other professional associations and community organizations to build relationships, identify collaboration opportunities and share communication. This involves meetings to identify networking opportunities, exchange calendars of programs and activities, brainstorm collaborative strategies. The Coalition Holiday Party and Coalition with a Mission are related activities. A preferred vendor list would be another deliverable of this function.

Videographer

Help the chapter by videotaping key events and activities. Inventory and maintain video archives of chapter meetings and BDPA TV programs. Compile video footage and produce Chapter Recognition Package video anthology. Show videos at monthly program meetings.

Voicemail Monitor

Transcribe voice mail messages to e-mail and forward information to Board members who take appropriate action. For general information requests, make timely callbacks and solicit clarifying information. Send out weekly status reports. Update voicemail announcement on upcoming chapter events. This job is done remotely and requires a touch tone telephone and e-mail access. Usually this job only takes 15-30 minutes of time per week.

Volunteer Coordinator

Identify resource needs, solicit volunteers and match the right person to the job. Interview chapter leadership and document job descriptions and resource requirements. Maintain a list of volunteer names and their interests. Follow-up with volunteers and department directors to make sure all needs are met. We need to cast the net far and wide, and leave no stone unturned. If there is a volunteer anywhere willing to do anything, they have to be immediately and effectively utilized. For reliability and continuity, not only do we need to have documented policies and procedures in place, but we also have to run in hot standby mode. There must be no single point of failure. Succession

planning is the key, but to make this happen we must leverage all available resources. And to find these resources, we need a resourceful, motivational and persistent Volunteer Coordinator.

Visit Our Website

www.bdpa-ri.org