

# Volunteer program

## Join an amazing team!

Volunteering with the Presentation Guild presents a unique opportunity to lead the advancement of the art and science of presentation development, design, and delivery.

- You'll play a crucial part in **shaping our strategic initiatives**, ensuring we are working to offer valuable education, resources, and support to presentation professionals worldwide.
- Your contributions will help elevate standards of excellence and **promote best practices** within our industry.
- By sharing your skills and expertise, you'll **foster a vibrant community** dedicated to enhancing the effectiveness and impact of presentations across various fields.

Being part of the Presentation Guild's work not only advances our mission but also offers a unique opportunity to expand your network, connecting you with leading experts and like-minded professionals who share your passion for presentation design and communication. Additionally, it enhances your leadership and governance skills through involvement in high-level decision-making, strategic planning, and organizational oversight, in addition to daily tactical and operational activities.

## What is the Presentation Guild?

The Presentation Guild is a 501(c)(6) professional association with a vision to establish and nurture a global community for professionals involved in presentation development, design, and delivery. We aim to provide education, certification, resources, and support to elevate the standards of the presentation industry, enhance professional skills, promote recognition of the profession, and foster connections among presentation enthusiasts.

The Guild is an **all-volunteer organization** comprised of a **working board of directors** who provide strategic direction and operational leadership, and **operations associates** who ensure service delivery and operational excellence.

We are organized into several teams and functional areas to handle governance, operations, and service delivery responsibilities.

- Communication & Marketing
- Education & Certification
- Events & Conferences
- Membership & Community

- Research
- Strategic Partnerships
- Technology & Platform
- Volunteer Program

## What are the volunteer requirements?

The Presentation Guild is a U.S.-based organization, and all meetings and events take place according to US Eastern Time. However, all volunteer roles are fully remote, and all business is conducted online.

We are looking for people-first, purpose-driven people who are passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.



**Board directors** are voted into three-year terms by our members or the board. **Operations associates** are appointed by the volunteer program team. Most associate positions are ongoing; others may be project-based with an agreed-upon end date. **Selected applicants are interviewed and evaluated by the volunteer program team.**

**Ideal candidates fulfill the following requirements and expectations:**

### Competencies

- Take initiative, can learn independently, and are driven to seek answers and solutions that are aligned with organizational priorities
- Have a strong sense of accountability and follow-through; are able to set performance goals in alignment with organizational priorities and meet or exceed them
- Have excellent project management and problem-solving skills
- Have excellent communication, interpersonal, and relationship-building skills
- Have a track record of excellence in their areas of skill and expertise
- Are technologically savvy and highly organized
- Are highly collaborative and purpose-driven

### Communication & Technology

- Are comfortable using Microsoft 365, including Teams, Planner, SharePoint, and Outlook
- Are comfortable with on-camera meetings in Microsoft Teams and Zoom
- Will create a dedicated Microsoft Edge profile using Presentation Guild M365 credentials on their own computer
- Will fully leverage the Microsoft Teams environment to consistently communicate and collaborate with fellow operations associates and board directors

### Time Commitment

- Are available to work on action items an average of 5-10 hours per week, depending on the role, meeting schedule, and any due dates
- Will attend a minimum of 75% of assigned team, committee, and/or workgroup meetings and quarterly operations meetings
- Will attend Presentation Guild events and participate in our online community to stay connected to members
- Have a flexible schedule to be able to take meetings Monday through Friday, between 11:00 am – 6:00 pm ET with occasional evenings and weekends

### Board Director Requirements

- Will attend a minimum of 75% of all monthly board meetings
- Have strong strategic thinking and planning abilities as well as the ability to execute operationally with excellence
- Have strong business acumen or are able to learn and grasp best practices and sound decision-making in business management
- Are willing and able to fulfill fiduciary and legal compliance responsibilities
- Will actively seek out knowledge about and stay connected to what is happening in association management, board governance, the presentation industry, membership and community management, and other relevant topics to inform our work