



# PRESENTATION GUILD

## PRESENTATION GUILD | VOLUNTEER OPPORTUNITIES

### Join an Amazing team!

Joining the Presentation Guild as a volunteer **Board Director** or a **Board Operations Associate** 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 the Guild's **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.

### Who is the Presentation Guild?

The Presentation Guild is a 501(c)(6) trade 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 Presentation Guild is an **all-volunteer organization** comprised of a **Board of Directors** elected by our members, and **Board Operations Associates** who support daily activities. Board directors are responsible for strategic and operational leadership.

### Skills and talents we're looking for

Certifications program management	Community management
Communication and marketing	Educational content creation
Email marketing	Events production
Financial management	Newsletter writing and editing
Membership management	Project management
Social media communication / engagement	Trade association management
Volunteer program management	Website content creation and updates

Check current open positions and register your interest at <https://www.presentationguild.org/pages/volunteer>.



## The Organization

The Presentation Guild Board consists of **15 dedicated Board Directors** fulfilling roles focused on community management, events organizing, social media communication, membership management and more.

The Board is organized in **five internal teams**: Communications & Marketing, Events & Conference, Education & Certification, Membership & Community, and Technology & Platform as well as a Governance Team and several cross-team committees.

**Board Operations Associates** work together with the any of the five teams on specific short- or long-term projects or as ongoing support.



## 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.

<b>Board Director</b>	<b>Board Operations Associate</b>
<b>Commitment and Meeting Attendance</b>	
<ul style="list-style-type: none"> <li>• This role will approximately require 5-10 hours per week.</li> <li>• Board Directors attend monthly Board meetings and committee and/or workgroup meetings.</li> <li>• Board Director service runs from January 1 – December 31 for a three-year term commitment.</li> </ul>	<ul style="list-style-type: none"> <li>• Board Associates will attend workgroup and project meetings.</li> <li>• The commitment can be project-based or ongoing.</li> </ul>
<b>Teamwork and Project Management Skills</b>	
<ul style="list-style-type: none"> <li>• Strong collaboration, excellent project management and organizational skills and self-management.</li> <li>• Communication skills to engage with stakeholders and members</li> <li>• Ability to think long-term and strategically as well execute operational tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong collaboration, excellent project management and organizational skills and self-management.</li> </ul>
<b>Communication and Technology</b>	
<ul style="list-style-type: none"> <li>• Experience using Microsoft 365 and regular collaboration in Teams (our main communication channel) and all the organizational M365 tools such as Teams, S</li> <li>• Must be able to handle on-camera Teams and Zoom meetings and setting up and maintain an Edge browser for the Guild M365 account on your own computer. harePoint, Microsoft Planner, OneNote.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using Microsoft 365 and regular collaboration in Teams (our main communication channel) and all the organizational M365 tools such as Teams, SharePoint, Microsoft Planner, OneNote.</li> <li>• Must be able to handle on-camera Teams and Zoom meetings.</li> </ul>