Microvolunteering Opportunities

**Create**
Design and develop content catered toward the legal community.

- **Create Templates, Standardized Documents, and Policies**
  Using industry standards, develop various best practice documents for the ILTA community. This might include job descriptions, best practice templates, standardized documents, and other materials.
  - **TIME COMMITMENT** 2-3 hours

- **Develop a Pre-Recorded Webinar**
  Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.
  - **TIME COMMITMENT** <10 hours

- **Social Media Content Development**
  Utilize your tech savvy skills to collaborate with ILTA staff to develop targeted content delivered via ILTA channels on social media.
  - **TIME COMMITMENT** 2-5 hours

**Coordinate**
Work with other ILTA members and resources to bring content to market.

- **Host a Local Meeting**
  Plan, arrange, and attend a local meeting on topics of interest to the ILTA community. Formats range between educational presentations, networking events, or product demonstrations. Local meetings may be in-person or digital, dependent on the nature of the meeting.
  - **TIME COMMITMENT** 3-6 hours

- **Join a Project Team**
  Provide subject matter expertise to assist in the execution of project team goals determined by ILTA volunteer leadership and/or staff. Teams may focus on strategy, education, engagement, or other matters impacting the broader ILTA community.
  - **TIME COMMITMENT** <30 hours

- **Locate Speakers for Webinars and/or Local Events**
  Recruit subject matter experts to participate in ILTA programming (this may include tapping into your own network).
  - **TIME COMMITMENT** 1-2 hours

**Collaborate**
Engage with peers to drive content and education.

- **Help With User Assisted Testing for Technology Enhancements**
  Test drive the latest technology features from ILTA and help steer quality assurance, user experience, or user assisted testing.
  - **TIME COMMITMENT** 1-2 hours

- **Participate in a Focus Group**
  Participate in an interactive discussion with ILTA community members to share challenges, interests, ideas, knowledge, and experiences.
  - **TIME COMMITMENT** 1-2 hours/month

- **Serve as a Judge for Recognition Programs**
  Participate in judging panels for ILTA scholarships and award. This may include attending nominee interviews, reviewing applications, and/or playing a key role in selecting recipients based on merit.
  - **TIME COMMITMENT** 4-10 hours

- **Serve as a Mentor**
  Help another ILTA community member further develop by providing guidance, advice, sponsorship, motivation, and/or support on a reoccurring basis.
  - **TIME COMMITMENT** 1-2 hours/month

Time commitments are estimations and may vary depending on skill level, activity length, and project format.
**Speak on a Topic**

Share your expertise by joining a panel or presenting alone during an ILTA educational activity, event, conference, or gathering.

**Video Editing**

Edit video content to provide the best possible experience for the ILTA audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.

**Participate In Survey Development**

Join a team of volunteers, or assist ILTA staff, in the development of a new, or review of an existing, survey. Use your expertise to make recommendations to the questions asked and answer options provided.

**Write a Blog Post**

Identify an industry-specific or “just-in-time” topic and convey information in a concise and captivating manner in writing.

**Write an Article for a Publication**

Explore an educational topic in-depth by writing for an ILTA digital publication, which may include Peer to Peer, targeted white papers, or Bleeding Edge.

**Create Curated Content Digests**

Review ILTA content (on a specific topic) and guide community members to relevant links. This may include writing a blog, assisting ILTA staff with Content Briefings, or developing other digest materials.

**Develop and Coordinate a Live (Digital) Event**

Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing the live presentations or event (digitally).

**Moderate a Roundtable**

Attend a local or in-person ILTA meeting and moderate the conversation. Bring conversation starters, solicit questions from attendees, and keep the conversation flowing.

**Moderate a Digital Event**

Moderate a digital ILTA podcast, roundtable, or webinar. Where needed, assist in creating opening and closing remarks, determine flow, and/or curate a list of conversation topics.

**Volunteer at an In-Person ILTA Conference**

On-site volunteering can include session support, bag stuffing, registration desk support, and other administrative support activities. This may include providing an extra set of hands to ILTA staff or volunteer teams at in-person conferences.

**Promote Existing Programming**

Identify an industry-specific or “just-in-time” topic and convey information in a concise and captivating manner in writing.

**Share Your Perspective**

Collaborate with ILTA staff and volunteers to create video clips, written testimonials, or other content to be shared on the ILTA website and/or social media.
Microvolunteering Role Description

DESCRIPTION
In this micro-volunteering role, individuals will work with other ILTA members, staff, and resources to create various forms of content. The ideal candidates will be those that understand ILTA's volunteer structure, are familiar with organizing and developing programming deliverables, and are comfortable communicating across various channels with individual contributors, team leads, and key stakeholders.

ROLE & RESPONSIBILITY
The micro-volunteering creator's role is to assist ILTA staff and other volunteers with the creation of content brought to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

- Assist with the recording and editing of podcasts with single or multiple speakers. Edit recordings to remove excess noise and help select/edit short/relevant segments for social media usage.
- Using industry standards, develop various best practice documents for the ILTA community. This might include job descriptions, best practice templates, standardized documents, and other materials.
- Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.
- Utilize your tech savvy skills to collaborate with ILTA staff to develop targeted content delivered via ILTA channels on social media.
- Share your expertise by joining a panel or presenting alone during a ILTA educational activity, event, conference, or gathering.
- Edit video content to provide the best possible experience for the ILTA audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.
- Join a team of volunteers, or assist ILTA staff, in the development of a new, or review of an existing, survey. Use your expertise to make recommendations to the questions asked and answer options provided.
- Identify an industry-specific or "just-in-time" topic and convey information in a concise and captivating manner in writing.
- Explore an educational topic in-depth by writing for an ILTA digital publication, which may include Peer-to-Peer, targeted white papers, or Bleeding Edge.
- Review ILTA content (on a specific topic) and guide community members to relevant links. This may include writing a blog, assisting ILTA staff with Content Briefings, or developing other digest materials.

MINIMUM CRITERIA
- Active ILTA member, business partner or industry participant
- Complete the ILTA Conflict of Interest Form
- At least two years’ experience working in legal technology
- Experience as a speaker, author, or regular e-group contributor (or other volunteer experience within ILTA or similar professional organization)
- Accepts direction from the volunteer leadership and ILTA staff as required
- Act as a reflection of ILTA's core values at all times.
- Good communication skills
- Proficient in Microsoft Office, Google Workspace, Slack, Teams, and cloud/collaboration apps
- Professional demeanor
- Open and curious mind

COMPENSATION
ILTA volunteers do not receive compensation for their services but may be reimbursed for expenses.

DIVERSITY, EQUITY AND INCLUSION
ILTA seeks to foster diversity, equity, and inclusion throughout the legal tech community. Holding this core value central to all volunteer efforts will be key to the success of individuals holding ILTA volunteer roles and remains a top priority for ILTA.
Microvolunteering Role Description

DESCRIPTION
In this micro-volunteering role, individuals will work with other ILTA members, staff, and resources to coordinate efforts to bring various forms of content and events to market. The ideal candidates will be those that understand ILTA's volunteer structure, are familiar with organizing and coordinating programming initiatives, and are comfortable communicating across various channels with individual contributors, team leads, and key stakeholders.

ROLE & RESPONSIBILITY
The micro-volunteering coordinator’s role is to assist ILTA staff and other volunteers, coordinating with individual contributors and resources to bring content to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

• Collaborate with ILTA staff and volunteers to coordinate resources, scheduling, and content for events or programming;
• Communicate with speakers and writers regarding scheduling and deadlines, and assist with setting meetings;
• Draft meeting agendas and action items lists for other volunteers and contributors;
• Draft and send meeting recaps after meetings;
• Collaborate with speakers and writers on various communication platforms and channels;
• Attend meetings and collaboration sessions, and coordinate or facilitate discussion among thought leaders and subject matter experts to develop content and programming;
• Attend local events and coordinate setting up or breakdown of event spaces for live events;
• Attend conferences and coordinate setting up or breakdown spaces for live events; or
• Provide feedback on content and events in the spirit of growth and professional development.

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**ROLE & RESPONSIBILITY**
The micro-volunteering collaborator’s role is to assist ILTA staff and other volunteers with individual programming development and bring content to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

- Help with a User Assisted Testing for Technology Enhancements
- Participate in a Focus Group hosted by ILTA or its volunteer teams.
- Serve as a Judge for Recognition Programs
- Serve as a Mentor in the MyILTA Mentor Program.
- Share your Perspective via podcasts, written articles, or speaking at a session, webinar, roundtable or event.

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