# FIND YOUR FIT

## IMA GREATER PHILADELPHIA CHAPTER




**We welcome involvement from all IMA members, including members of nearby, former chapters.**

***Choose a flexible micro-volunteering opportunity that fits your interests, talents, and availability!***

### OFFICIAL CHAPTER LEADERSHIP

**Chapter Chair:** Jennifer Pinder

**Chapter Treasurer:** Jennifer Cargo

**Chapter Administrator:** Rob Miele

**Chapter Communications Lead:** Katie Herron Robb

### FLEXIBLE VOLUNTEER FOCUS AREAS – Each bullet point is a micro-volunteering opportunity!

**Education & Programming**

*Volunteer lead: Open*
*Supporting Roles: Open for volunteers*

*Help deliver valuable educational programming.*

- Speaker outreach and speaker liaison
- Webinar planning or moderation
- CPE program submission and approval support
- Deliver virtual or in-person presentations

**Event Experience**

*Volunteer lead: Jessica Toft*
*Supporting Roles: Open for volunteers*

*Help make chapter mixers and events welcoming and well organized.*

- Visit or evaluate potential venues
- Help select food or refreshments
- Name tags, registration, setup, or welcoming guests
- Event-day logistics or photography

**Communications**

*Board lead: Katie Herron Robb*
*Supporting Roles: Open for volunteers*

*Help keep members informed and engaged.*

- Social media and event promotion
- Website updates
- Flyers or creative materials
- Newsletter content or event photography

## FLEXIBLE VOLUNTEER FOCUS AREAS — CONTINUED

### Chapter Administration Support

*Board lead: Rob Miele*
*Supporting Roles: Open for volunteers*

*Help maintain the chapter's records, compliance, and official documentation.*

- Meeting minutes or backup note-taking
- CPE attendance records, certificates, and post-event documentation
- Board communication and reporting support
- Organizing chapter records and shared files
- Administrative support for meetings or events

### Member Insights

*Volunteer lead: Theo Vancraeynest*

*Help the chapter understand what members value.*

- Member and event surveys
- Feedback collection
- Attendance or engagement trends
- Program suggestions based on member input

### Student Outreach

*Volunteer leads: Jenn Cargo, Theo Vancraeynest, Terese Kazzaz*
*Supporting Roles: Open for volunteers*

*Help connect students, educators, and accounting professionals.*

- University and faculty connections
- Guest speakers or classroom visits
- Resume reviews, mock interviews, or career events
- Student ambassadors, mentoring, or networking

### Membership & Member Connections

*Volunteer lead: Open*
*Supporting Roles: Open for volunteers*

*Help welcome, reconnect, and engage members.*

- Welcome new or first-time attendees
- Reach out to members from nearby chapters that closed
- Introduce members with similar interests
- Welcome and onboard new volunteers
- Help members identify micro-volunteering opportunities
- Follow up after events or support member recruiting
- Member recognition

### Community & Partnerships

*Volunteer lead: Open*
*Supporting Roles: Open for volunteers*

*Help expand the chapter's relationships and visibility.*

- Community or employer partnerships
- Joint events with other professional groups
- Sponsor relationships
- Community service or impact projects

### Finance & Sponsorship Support

*Board lead: Jennifer Cargo*
*Supporting Roles: Open for volunteers*

*Help support the chapter's financial health and resources.*

- Event budget support
- Sponsorship outreach or coordination
- Fundraising assistance
- Scholarship administration
- Periodic financial review

**Chapter Projects**

*Volunteer lead: Open*
*Supporting Roles: Open for volunteers*

*Contribute to occasional, clearly defined projects.*

- Lead the “Finance Thrillers” future book club
- Awards or recognition applications
- Scholarships or fundraising support
- Financial review or administrative backup
- Nominations or election support
- One-time research, planning, or event support

**EVERY CONTRIBUTION MATTERS**

Whether you have one hour a year or one hour a month, we would love to help you find a meaningful way to participate.

# FIND YOUR FIT AT IMA GREATER PHILLY