



# MEETUP COORDINATOR

## Overview

The NextGen Genealogy Network is in search of meetup coordinators to represent our organization at genealogy conferences. If you are planning to attend an upcoming conference and love to meet new people, this volunteer position may be for you.

## What is Expected

**Before the Event** – Volunteers will work with the Outreach Coordinator to choose the best time and location for the meetup and to promote the event on social media before and during the conference.

**At the Event** – Volunteers should plan to arrive fifteen minutes early to the meetup location in order to secure a table or tables and to prepare to welcome attendees. Volunteers will be required to wear a Meetup Coordinator button, and are encouraged to wear whatever NGGN gear they may have. Volunteers will be provided with NGGN promotional materials to display and/or distribute.

**Time Commitment** – Volunteers should expect to commit to one to two hours to preparation and publicity prior to and during the conference. Volunteers should also expect to commit to attending the duration of the meetup event, an estimated one to two hour commitment.

**Conference Schedule** – We would love to see NGGN represented at as many national, regional, and state conferences as possible. Have you heard of a great upcoming conference? Let us know.

## How to Apply

To apply for this volunteer position, please submit the following:

- (1) The name and dates of the event you are attending;
- (2) A statement of your qualifications and why you are interested.

Applications should be emailed to [membership@tnggn.org](mailto:membership@tnggn.org) with "Meetup Coordinator" in the subject line. If your application is approved, you will be assigned to the conference of your choice and we will provide you a packet with more detailed information as well as promotional materials.