

Effective Leadership for a Volunteer-Run Specialty Nexus Collaborative (SNC)

Specialty Nexus Collaboratives will be led by a dedicated member volunteer (or 2) who work directly in the areas of **Membership** or **Event/Meeting Planning**. These volunteers will take charge of organizing and facilitating monthly or bi-monthly virtual calls, providing valuable insights and fostering collaboration among peers. The content and discussions of these meetings will be driven by the collaborative and should be participant led.

In partnership with society staff, these volunteer leaders will promote engagement within the broader membership, encouraging participation and sharing resources. Additionally, they will be empowered to spread the word within their own networks and peer groups, ensuring that those who would benefit most from these discussions are invited to join and contribute. This approach ensures that our SNCs remain dynamic, relevant, and truly driven by the needs and expertise of the community.

Volunteer Opportunity/Responsibilities:

- **Meeting Schedule & Logistics:** Volunteers will establish a regular meeting cadence for their SNC, either on a monthly or bi-monthly basis (e.g., the first Thursday of each month or the second Wednesday every other month). NE/SAE Staff will organize the zoom login information but will not be expected to participate in each meeting.
- **Event Promotion:** Society staff will post the SNC meeting as an online event with registration, and promote it in the monthly newsletter, social media channels, and other communications as deemed necessary by staff.
- **Outreach & Engagement:** Volunteers are asked to promote the SNC meeting/s within their peer groups, on personal social media accounts, and through the NE/SAE LinkedIn Group to increase awareness and participation.
- **Registrant Information:** Society staff will provide volunteers with a list of registrants to assist with meeting preparation and follow-up.
- **Meeting Leadership:** Volunteers will lead the discussions for each SNC meeting or designate a representative to do so in their place.

This structure ensures efficient and collaborative management of SNCs, with volunteers taking an active role in content, leadership, and engagement.

Guidelines for SNC Volunteers:

1. Plan an Initial Event or Meeting

- Organize a kickoff meeting to introduce the SNC.
- Develop an agenda that includes:
 - The purpose and benefits of the SNC
 - How members can participate and contribute
 - A discussion on future activities and direction
- Work with society staff to promote the event through association channels (email, newsletter, website, social media).

2. Develop an Engagement Plan

- Schedule regular virtual meetings to maintain momentum.
- Plan activities such as:
 - Knowledge-sharing sessions (regularly scheduled meetings). Reminder, content and discussions to be group driven/participant led- you don't have to do all the heavy lifting!
 - Networking opportunities in conjunction with other NE/SAE events (encourage those attending in-person networking events to meet up!)
- Establish a system with society staff for gathering feedback to tailor activities to members' interests.

3. Establish Ongoing Communication

- Keep SNC members informed through email updates as needed, perhaps a monthly reminder
- Work with the association to include the SNC's updates in official communications.
- Encourage collaboration by highlighting member contributions and success stories and responding to SNC emails to communicate in between regular meetings.

4. Evaluate and Grow

- Work with society staff to track engagement metrics (meeting attendance, online participation, event feedback).
- Adjust the strategy/topics of discussion based on feedback and evolving member interests.
- Plan for leadership transitions to ensure long-term sustainability.

Thank you for your interest in volunteering!