



Join the ACS Volunteer Network

As our Club is now over 500 members ([our "5by11" initiative](#)) and continues to make excellent progress on [our Value 2014 initiative](#), we are constantly seeking improved organization and making better use of volunteer energies. Over time, many members have stepped forward to offer generously of their time and skills. Now it is time for us to be more organized about how we channel those offers.

At the same time as members have stepped forward, we continue to need more assistance in order to support the increasing range of activities and exchanges being developed within the Club. If you are between jobs or looking to augment your resume, volunteering for ACS can provide excellent additional experience, not to mention an expansion of your network.

With the publication of this list of volunteer possibilities, we hope to encourage more of our members to lend their time and skills to an increasingly fascinating American-Swedish community!

1. Events

Event Types

- Third Thursdays: Monthly Club Mingle
- Community service activities
 - National Day of Service & Remembrance (11 September)
 - Thanksgiving Dinner - Stadsmission (end-November)
- Cultural Events
 - Opera
 - Guided tours
 - Theater
 - Museums
 - Music
 - Exhibitions
- Lucia/Christmas/Holiday Event (mid-December)
- Super Bowl (February)/sports watch events (NFL, NBA, NHL, MLB, college, etc.)
- Easter Egg Hunt/Halloween/family events with US Embassy (USECA)
- Gunnar Rasmussen Annual Golf Challenge (usually May/June or August)
- Fourth of July and Labor Day family picnics
- Intercultural Forums/Business Exchanges/Speaker Series

Event Functions

- Photography at events
- Manage events registration lists and confirmations
- Work check-in table for events
- Decorations
- Sell lottery tickets
- Managing standard 'props' for events including, for example, roll-up, ACS information pamphlet, computer/tablet for on-line application



2. Communications

Web

- Web site management including double-checking events postings, email content and events bulletin board, managing lists and other information
- Web site development
- Graphic design
- Assist with managing social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Flickr, etc.
- Assist with managing events postings on EVENTSweden (with Nordstjernen/xoxosweden.com) bulletin board and The Local, partners, etc.

Monthly Letters (or News Bulletin)

- Write articles for News Bulletin
- Assist with creation/editing of the News Bulletin

Other Communications

- Checking PO box, Skype voicemail and Club e-mail addresses

3. Extending the ACS network outside of Stockholm

- Act as contact point for the ACS Board and members of ACS throughout Sweden
- Manage/host events in your area

4. Special Programs

- Alma Mater Exchange
- Assist Board-appointed Embassy liaison with USECA-related events

5. Membership Administration

- Telephone interviews with potential new members
- Call for dues
- Coordinate membership premiums – Nordstjernen/NewspaperDirect, premiums to accompany call for dues
- Assist with clean-up and management of current membership register
- Conduct mail merges for Club letters
- Stuff envelopes/execute mailings

6. Sponsorship

- Assist sponsorship chairperson in providing materials and information to board members and members, and communicating with potential and existing sponsors
- Coordinating sponsor support and involvement in Club activities
- Coordinating sponsor discounts for Club members

7. Officer Assistance

- Assistant to the President
- Assistant to the Treasurer
- Assistant to other Officers

Please contact us at volunteer@amclubsweden.org and let us know which of the above you would like to get involved in. We need your skills and energy!