

MSPN Volunteer Leadership Roles

ROLE OF A NETWORK LEAD

The Network Lead is the primary liaison between the Program Manager and the network.

Specifically, the Network Lead:

- Builds relationships with local business community leaders
- Submits required reports in a timely manner
- Creates monthly events that provide professional development or networking opportunities for military spouses
- Promotes events
- Manages and monitors all communication and social media platforms

This position is not based on seniority or election within the network; rather, this person is designated by the Program Manager based on their commitment to the MSPN.

A Network Lead commits to serving a minimum of one year in the position. If the network lead must resign due to a relocation, personal or professional reasons, the lead must immediately notify the Program Manager.

Each Network Lead organizes a monthly event for its MSPN. We recommend holding your meetings on a consistent schedule. Considerations for programming events should include commuting distances for members, childcare availability, and the needs of members who are currently employed, as well as those seeking employment.

Each quarter, Network Leads will invite local business partners to attend a quarterly networking event hosted by the MSPN. These quarterly events provide military spouses an opportunity to connect with military-friendly employers and organizations. Ideally, these employers have open positions in their organizations and are seeking job candidates.

We suggest hosting your quarterly networking events in February, May, August, and November. Your goal is to have at least five business partners attend your network's quarterly networking events.

At the other monthly meetings, Network Leads should invite at least one local business partner to attend the MSPN event. A partner representative can present training material, offer insights into their organization's employment opportunities, and/or network with military spouses. Other opportunities for partners to participate with your network can include conducting mock interviews, resume reviews, Q&A panel, and entrepreneurship lab.

The monthly topic for each meeting or event can be decided on the local level.

ADDITIONAL LEADERSHIP ROLE DESCRIPTIONS

• EVENT COORDINATOR

This volunteer is responsible for coordinating and organizing the monthly network events.

Network events should be organized at “no-cost” locations whenever possible. These may include but are not limited to, installation community center rooms, coffee shops, and restaurants.

Specifically, the Event Coordinator:

- Reserves venues for events
- Manages the events budget
- Coordinates the catering requests
- Maintains a spreadsheet of MSPN friendly locations at that network location
- Serves as the point of contact for pre- and post-event logistics (completing the event tracker/budget request form, bringing the sign-in sheet to the event, and submitting the after-action report form two days after the event)

The Event Coordinator requests monetary funds on a quarterly basis using the event tracker/budget request Form. If the Event Coordinator is unable to forecast quarterly, the last day to submit a request for funds is the 5th of the month prior to the event.

To request reimbursement, Network Leads must complete the after-action report form no later than two days following an event. Receipts can be uploaded to the form by adding a file under the *Reimbursement Needed* section. Receipts must be submitted within 48 hours. If that timeline is not possible, exceptions will be made up to 7 days after the approved event.

• SOCIAL MEDIA AND MARKETING COORDINATOR

This volunteer is responsible for social media outreach done on behalf of the MSPN.

Specifically, the Social Media and Marketing Manager:

- Manages and monitors the Facebook and LinkedIn groups
- Creates Facebook events
- Promotes network events using military spouse Facebook groups, community calendars, local chambers of commerce, economic development offices, employment readiness offices, and military spouse specific organizations
- Encourages dialogue and discussion among members in the Facebook and LinkedIn groups

• COMMUNITY OUTREACH COORDINATOR

This volunteer is responsible for facilitating and fostering relationships with local businesses, service-specific employment offices, and professional organizations.

Specifically, the Community Outreach Coordinator:

- Represents MPSN at community events, such as Rotary Club meetings and local chambers of commerce functions
- Meets with local business owners
- Facilitates communication between community supporters and military spouse professionals
- Creates community awareness of the MSPN and its events