



# THIRD PARTY RISK ASSOCIATION

## Volunteer Interest Meeting

For your awareness, this call is being recorded



**THIRD PARTY  
RISK ASSOCIATION**

## **AGENDA**

- Welcome
- Volunteer Expectations
- TPRA Programs
- Rewards and Recognition
- Next Steps...

## WELCOME

- Thank you for considering a volunteer position within the Third Party Risk Association!
- By becoming a volunteer, you are helping the TPRA fulfill its mission to further the profession of third party risk through knowledge sharing and networking!
- Your network also grows and you gain valuable skills that you can add to your resume.
- I would encourage you to bring your strengths to our team and think about what you already love doing. Then choose a position that fits those strengths.

## Volunteer Expectations

- Attend the majority of program meetings and let the facilitator know if you are not able to attend a meeting.
- Be clear about the hours you can volunteer for so there is not a miscommunication of expectations.
- Respond to all assignments in a timely manner, or indicate inability to do so by established deadline.
- Be willing to listen to and fully consider other opinions or points of view.
- Demonstrate professionalism/teamwork/spirit of cooperation.
- Be able to volunteer with minimal supervision.
- Please keep program meeting topics, work products, and members confidential. Please do not reach out to program members or TPRA members for promotional purposes.
- TPRA work products are the property of the TPRA and may not be shared outside of the TPRA or used for personal/professional reasons.



# TPRA PROGRAMS

## Conference Planning – Meetings occur every two weeks.

- Assist with planning for our in-person conference.
- There are several committee roles available for this program.
  - Marketing - Assists with developing and implementing the conference marketing plan, creates save the dates and conference brochures, creates the conference website, plans conference raffles and give-a-ways, and plans the network event.
  - Facilities - Assists with location research and conference layout, ensures appropriate conference space is available, plans AV needed, and ensures delicious food is chosen.
  - Finance - Assists with keeping track of budgets, receipts submitted, registrations, and sponsorships.
  - Registration - Assists with registration tracking and communication.
  - Sponsorships - Assists with development of the sponsorship brochure and works to obtain and track sponsorships. Ensures sponsorship promises are provided.
  - Tracks & Speakers - Works with a team to develop conference tracks, topics, and obtain speakers. Ensures speaker presentations are obtained and speaker agreements are signed.

### Information Sharing – Meetings occur once a month.

- Works with a team to develop the TPRM 101 Resource guide.
- Sits in on TPRM 101 Focus Groups and captures feedback and suggestions to enhance guidance.
- Obtain relevant whitepapers and templates and works with website admins to update the Information Sharing section of the website.
- Assists with the promotion of resources added to the website through various mediums (newsletter, website, LinkedIn).
- Reviews forum discussions and works to respond to posts.

### Newsletter – Meetings occur once a month.

- Assist with creating and distributing the quarterly newsletter.
- Work to obtain and put together member, volunteer, vendor, and officer/board member spotlights.
- Assist in obtaining and/or creating newsletter articles, including the “Message from the CEO”.
- Assist in researching vendor blog posts and adding links to the articles.
- Noted as editor on the newsletter.



## TPRA Meetings – Meeting frequency is monthly.

- Assist with setting up monthly TPRA practitioner meetings by setting the agenda, obtaining speakers and presentations, drafting emails to the membership.
- Assist with setting up and facilitating quarterly special interest calls. There should be a lead for each special interest call. Current special interest calls set up are Healthcare & Health Insurance, Finance & Insurance, Manufacturing, and Technology.
- Assist with taking minutes, sending minutes to membership (where applicable), and sending minutes to the website administrator.
- Topics for the calls are chosen by the community attending the calls.
- Special Interest call facilitators can also choose to create and distribute group directories.

### TPRA Membership – Meeting frequency is monthly.

- Receive a list of new members and send out welcome emails.
- Assist with sending out emails to potential new members.
- Attend potential member and new member meetings (may facilitate if you would like).
- Send out emails to members expiring soon and request they renew.
- Send out CPE certificates after each monthly meeting and conference.
- Assist with thinking through new ways to attract and retain membership.

## Volunteer Reward Program

### Reward Program

- Each hour volunteered is worth one point.
- On a quarterly basis, a volunteer hours tracking sheet will be sent to you. Please input all hours volunteered.
- Program lead will then receive the excel and approve the hours you volunteer.
- Points for volunteer hours can then be turned in for rewards. The reward system is cumulative and you will obtain each reward as you reach it's specific milestone.

Points	Rewards
5 Pts	TPRA Pen
10 Pts	TPRA Mug
15 Pts	TPRA Water Bottle
20 Pts	TPRA Shirt
30 Pts	\$20 Amazon Gift Card
40 Pts	\$30 Amazon Gift Card
50 Pts	\$50 Amazon Gift Card & Free In-Person Conference Registration

## Volunteer Recognition Program

- Volunteer with the most points each quarter will be recognized as the **Super Star Volunteer** for that quarter.
- Volunteers who go above and beyond can be nominated for the **Shining Star Volunteer** for that quarter. (Fellow volunteers and/or leads can nominate an individual for this award.)
- Volunteers could be recognized on the TPRA website, within the TPRA newsletter, and at the in-person conference.
- Volunteers will be able to participate in a private network event at the in-person conference.

**Next Steps:** To volunteer, please reach out to Julie Gaiaschi at [Julie@TPRAssociation.org](mailto:Julie@TPRAssociation.org) with your name, email, and phone number and let her know which program you would like to volunteer for. Also please let her know the estimated amount of hours per month or in general you would like to volunteer.



**Questions?**

Thank you for attending today's meeting!