



Focus on Book Arts Volunteer Opportunities

The short version: if you'd like to help out to make FOBA 2021 happen, we'd love to find a place for you on the team. Any board member will be delighted to fill you in and answer questions.

The detailed version:

The Focus on Book Arts Conference takes place every odd numbered year towards the end of June. With the exception of some recap and evaluation work, the planning for the next conference begins as soon as one finishes. Volunteers are needed during the conference and throughout the almost 2 years of planning for the next conference.

Volunteer opportunities fall into a few different categories. You can learn more about volunteer opportunities below.

Helping at the conference: Volunteers are always needed to help with setting up the conference before it starts and taking it down when it is over. Many of these activities are physical. However, there are also some needs for volunteers to help with setting up and working in the information and check-in area, as well as the raffle and other activities occurring in Boxer Pause. People to direct attendees to the check-in area are also needed.

During the conference "class helpers" are volunteers in a workshop who will pass out the workshop and conference evaluations, and then pick them up and return them to the information desk area.

Volunteers are also needed to help with various events and activities taking place during the conference. This may be directing people to the event, helping people with making a small project, and other support at an activity.

These activities vary throughout the conference. If this is something that interests you, you can contact the Volunteer Coordinator at volunteer@focusonbookarts.org or the Conference Coordinator at conference@focusonbookarts.org

Helping on a conference committee with specific aspects of the planning and preparation for the next conference:

There are many facets to the Focus on Book Arts Conference that can use help throughout the planning/organizing cycle. Most of the events surrounding the conference have a committee of people that work together to define the activities of the event and arrange for them to take place. This planning work can involve letter writing, working with computers, planning and working through selecting and scheduling workshop instructors, calling people and businesses to arrange for donations and/or

sponsorship, and so on. These activities vary by event/area of the conference. If helping a conference committee chair to organize a portion of the conference is of interest to you, you can find more information by going to the events that are of interest on the website and contacting the board member.

Providing support for the many functions that happen throughout the year: There are a number of supporting activities that are needed throughout the year to put on the Focus on Book Arts Conference. These include public relations, advertising, bookkeeping, finding sponsors, grant writing, updating the website and social media, etc. If you have experience and/or a desire to help with these supporting activities, please contact the Conference Coordinator. You may want to attend a monthly board meeting to meet the conference committee.

Leading a conference event/activity as it goes through the planning and preparation for the conference and being a part of the Conference Committee: Each event/activity has a committee chair that directs the planning and preparation for their event/activity. Most of these chairs have a committee that they work with. If being a conference committee chair is something that interests you, you can find more information by going to the events/activities of interest on the website and contacting the Conference Coordinator. You may want to attend a monthly Conference Committee meeting to meet the Conference Committee.

Provide a leadership role on the FOBA Board. As we do some restructuring of our current organization that will separate the leadership board from the conference committee, and put us in a position to go beyond the FOBA biennial conference, we are looking for board members who can provide guidance in organizational structure and bring expertise in many areas of the organization. This may include fund raising, finances, marketing, etc. If you would like to work with FOBA in a leadership capacity, please contact the Conference Coordinator at conference@focusonbookarts.org

If you are interested in volunteering with FOBA in any of these capacities, please fill out the attached form and leave it at the information desk. If you decide at some later point that you would like to volunteer with FOBA, please contact the Conference Coordinator at conference@focusonbookarts.org