



Your Position: \_\_\_\_\_

Your Name: \_\_\_\_\_

**ANNUAL DEADLINES AND EVENTS**

Please list events and deadlines that take place in each month.

	List Events for this Month	List Deadlines for this Month
January	Example: Late January we have our yearly meeting with ABC Task force where we talk about goals for the year.	Example: Update ABC Committee page with new resources. See link here____.
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

## RESONSIBILITIES and TASKS

Please fill out each section.

<b>Yearly responsibilities or tasks for your role</b>	Example: Update my section chairs.
<b>Monthly responsibilities or tasks for your role</b>	Example: Pull monthly report on Pre-Paid Credits and send to accounting.
<b>Weekly responsibilities or tasks for your role</b>	Example: On Fridays I send the staff meeting agenda to all staff.
<b>Daily responsibilities or tasks for your role</b>	Example: Every morning I check on how many duplicate accounts need to be merged and work on them throughout the week.

## SUBSCRIPTIONS and TOOLS

What subscriptions, tools or programs do you utilize in your role. Please list all.

Name of Program or Subscription	How it is Used	When I Need to Renew
Example: Subscription to Loom	Example: I use Loom to make tutorial videos for members	Example: Every January on this website

## ADDITIONAL SUPPORT

Please complete each section below.

I need more help understanding how to....	Example: Expectations of my role on calls with committees.
I need access to these tools and resources....	Example: I need a way to edit PDFs.

I need more training on...	Example: How to add members to my groups so they show up on the website.
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## MARKETING

If applicable, please answer the questions below.

Do you create marketing content? If so, please explain.	Example: Yes, I create flyers that are distributed to YLD.
Do you use Canva or another resource?	Example: I use Canva and PDF.
Are you familiar with TBA branding guidelines?	Example: No, I need some training on this.