



The INNOVATORS' *Tea Party*

How can I get involved as a volunteer?

volunteers@innovatorsteaparty.org



"Volunteering with TITP has been an incredibly rewarding experience. I've grown my skills in event management, public speaking and communication, along with networking with WA's most talented women in STEM. But the best part for me is working alongside so many passionate women who create the change they want to see, and come up with creative solutions to inspire the next generation to explore the opportunities that careers in STEM can offer."

~ *Sophie, 4-year volunteer with TITP*

What volunteering roles are there?

Volunteer Role	Minimum time commitment	What it involves / who it is for
Women in STEM Mentor <i>Join our ad-hoc volunteer mailing list</i>	3 hours for a single event Plus training and preparation. Majority of our events are on school evenings or during school time.	<ul style="list-style-type: none"> For women working in any role that could be considered related to science, technology, engineering or maths. Degrees are not required. For a single event only: prepare a 5 minute career speech and be comfortable presenting to crowds of 100+; and/or Prepare a 15 minute STEM activity that links classroom science to your role and be comfortable presenting it to small groups of 2-5 students at a time. Opportunities like these are limited - we only reach out to our mailing list when we have an urgent vacancy, or we don't have sufficient diversity of field in our pool.
Women in STEM Mentor <i>Join our volunteer pool</i>	12 hours per year: attend 3 events Plus training and preparation. Majority of our events are on school evenings or during school time. Timing of training and preparation is flexible.	<ul style="list-style-type: none"> For women working in any role that could be considered related to science, technology, engineering or maths. Degrees are not required. For 3 events: Prepare a 5 minute career speech and be comfortable presenting to crowds of 100+; and/or: Prepare a 15 minute STEM activity that links classroom science to your role and be comfortable presenting it to small groups of 2-5 students at a time.
Event Manager	15 hours per year (4 events plus training session). Majority of our events are on school evenings or during school time, with availability during school hours preferable	<ul style="list-style-type: none"> Well suited to tertiary students, especially those interested in networking with other volunteers. Also suited to those who aren't women working in STEM but are supporters of the cause! Attend our events as a coordinator and facilitator. This involves setting up and packing up, being across the event run sheet, supporting all other volunteers at the event, liaising with teachers and (if you are comfortable) being the MC at the event.
Ordinary Committee Member	150 hours per year Many of the hours are flexible, but committee members must organise and attend a minimum of 4 events per year, and attend committee meetings (approx. every 6 weeks)	<ul style="list-style-type: none"> Anyone is welcome to nominate for an Ordinary Committee Member position. These roles require a large time commitment and suit someone who has plenty of spare time around their other work/life commitments. 80% of your time will be spent project managing the execution of our events including volunteer selection, venue and catering bookings and other adhoc logistics. 20% of your time will be spent developing and advising on organisational strategy (e.g. design of new programs, 5 year plan etc).
Executive Committee Member <i>President, Secretary or Treasurer</i>	200 hours per year Many of the hours are flexible, but committee members must attend a minimum of 4 events per year, and attend committee meetings (approx. every 6 weeks) and executive meetings (the week prior to the committee meeting)	<ul style="list-style-type: none"> Generally our executive committee members are those who have volunteered with the organisation for at least a year and are familiar with our programs and processes. These roles require a large time commitment and suit someone who has plenty of spare time around their other work/life commitments. 20% of your time will be spent working on position-specific tasks. 30% of your time will be spent supporting project management and the execution of our events including volunteer selection, venue and catering bookings and other adhoc logistics. 50% of your time will be spent developing and advising on organisational strategy (e.g. design of new programs, 5 year plan etc).