



Regional Coordinator The Planetary Society Global Volunteer Network Guidelines

The Regional Coordinator (RC) is an integral part of The Planetary Society Global Volunteer Network. This person shall head the local, regional Network of volunteers and act as principal liaison between the regional volunteers and the Society's Global Volunteer Leader (GVL). Contact is not exclusively the purview of the RC. Other volunteers within the local network should also feel free to contact the GVL.

The Regional Coordinator will be responsible for coordinating the activities of Society volunteers in their area. Areas may be as small as a city (Seattle, Boston), part of a state (South Florida, Bay Area, Southern California), or an entire country (Australia, Brazil). The Regional Coordinator will help the GVL define the region.

The Regional Coordinator will be the primary contact person for all volunteers in that region and must be willing to have new volunteers contact them directly by telephone or email. They may also encourage local Planetary Society members to join the regional network as volunteers.

The Regional Coordinator might be asked by the Society to assist with events that the Society will be holding, or with specific objectives the Society is trying to accomplish in the RC's region. These requests for help would come from the GVL or the Project Coordinator at the Society. The RC might be asked to coordinate this help utilizing their local volunteer group, and follow through on behalf of the Society.

The Regional Coordinator shall hold meetings or have regular communications with local volunteers in order to plan events that support the mission of The Planetary Society. If requested, an invitation from the Society to other members in the area may be mailed or emailed inviting them to attend an organizational meeting. A newsletter to members of the Volunteer Network is recommended as a means of maintaining local interest.

The Regional Coordinator is expected to organize at least one public event or support a Society generated event per year. In addition, the Network Volunteers are also encouraged to organize activities for their own educational benefit, such as star parties, visiting a local research facility, holding a pot luck brainstorming session, perhaps with a local scientist as a guest speaker. This helps with the cohesiveness of the group, and encourages camaraderie within the group.

The Regional Coordinator should submit proposals for upcoming events to the Global Volunteer Leader for approval at least three months prior to the event. The GVL will serve the RC in an advisory capacity, as needed.

The Planetary Society will support events organized by the local Network by mailing an announcement flyer or emailing a notice to all Society members, usually within a radius of an hour's drive, sometimes more if the number of members in the area is relatively small. The Planetary Society will supply Planetary Reports and other timely hand-out materials. Any money raised by the event will be used to offset the cost of the event, and mailed to the Project Coordinator at the Society after the event. Reimbursable expenses must be pre-approved by The Planetary Society.

Nearly all of The Planetary Society's income comes from membership dues and donations. The best way to help in the realization of our goals is to make our membership grow. Anything the volunteers can do to promote an increase in membership is greatly encouraged.

Suggested topics for public lectures, panel discussions or debates: in 2004: the upcoming Mars and Titan encounters, *Cosmos I* The Solar Sail, SETI, NEOs, an overview of Planetary Exploration missions from *Viking* to *Galileo*. You might also staff a Planetary Society booth at local astronomy events (astronomy conferences, amateur astronomy clubs, planetarium events).

The Society appreciates all of your hard work and dedication, and we hope that this effort will strengthen our Global Volunteer Network, and therefore The Planetary Society.