

Section V: Tools to Support Your Work

Software Tools

Contact EBA Staff for Assistance 202.223.5625

- **Internal Planning Calendar:** <http://eba-net.org/get-involved/eba-committees/>
- **Video Conferencing:** Zoom Video Conferencing
- To request a link, provide: Committee name, reason for meeting, date, time, duration. To record or not record.
- **Audio Conferencing:** Roll Call
- **Doodle Poll:** to easily set Committee Meetings dates
- **Online Survey Tool:** Survey Monkey
- **Committee Rosters:** Contact Mary Singletary at Mary@eba-net.org
- **Assistance finding volunteers -** <http://www.eba-net.org/get-involved/volunteer-opportunities/>

Marketing Opportunities for Committee Events

EBA cannot successfully promote the programs you create, without sufficient – please allow for at least 4 weeks planning once your program is developed and confirmed.

- **Broadcast Membership Emails** – individual event marketing
- **EBA Insights** electronic newsletter: EBA Insights is published every Wednesday morning. The deadline for weekly submissions is by NOON every Monday. Submissions should include all details for an event, or industry news item and should be sent to: David Shaman: dshaman@EBA-Net.org
- **EBA Website** – www.EBA-Net.org
- **Committee Web Pages** - <http://www.eba-net.org/get-involved/eba-committees/>
- **Linked In:** Link In with EBA and share posting: <https://www.linkedin.com/company/energy-bar-association>
- **Twitter** - #EBA
- **News Section of website**
- **Press Releases**
- **Cross-marketing with DC Bar Association and other joint enterprise organizations**

Micro-volunteering Examples

MEMBERSHIP

- Call new members to welcome them, collect data, and answer questions
- Check in with new members to get feedback three, six, and nine months into their membership
- Welcome new online community or LinkedIn group members
- Help out at new member orientation sessions

ADVOCACY

- Respond to calls to action on pending legislation
- Visit, call, or email elected officials
- Create or collect talking points about the impact of proposed legislation or regulations

CURATING CONTENT

- Record a discussion at a session round table
- Video-tape or take pictures for an association event

- Provide live Twitter chatter during meetings

SHARING KNOWLEDGE

- Writing reviews for books
- Guest blogger or contributor
- Moderate or facilitate discussion groups
- Review proposals for conferences or projects
- Review paper or proposal for publication
- Review research, conduct literature search/review
- Review accreditation or certification applications

PROGRAMS

- Help out at a community service project or career fair
- Moderate or lead online discussions
- Mentor, review resumes, do mock interviews, or act as a resource to young professionals
- Provide feedback on programs, benefits, products, services, etc

EDUCATION

- Take notes and/or write a recap of a session or webinar
- Lead a table discussion
- Write reviews of books, videos, or other industry content

EVENTS

- Call new attendees and arrange to meet them at events
- Help during event set-up or tear-down
- Greet attendees
- Work at the registration desk or membership booth
- Take photos or videos during the event
- Be an on-site social media tutor
- Take part in a social media tag

COMMUNICATIONS

- Edit, proof, or provide feedback on articles and posts
- Write a blog post or article on a specific topic
- Review and test website, mobile website, or app usability
- Recommend posts to share in the organization's social media updates