

Toolkit Services – 2013 (Part 1)



Assembling Background & Reference Materials for Working Groups



Support for Organizing Face-to-Face Meetings



Support for Organizing Teleconferences



Preparing Minutes of Formal Meetings and Teleconferences



Identifying/Scheduling Liaison Contacts for Volunteer Leaders

Toolkit Services – 2013 (Part 2)



Website Hosting and
Content Maintenance



Organizational Record Keeping



Maintaining Member
Contact Information



Producing MP3 Recordings
of Meetings



Assist in Conducting
Elections for Officers