



Join the HEP LEADERSHIP TEAM!

We need your help to be the best we can be!

HR EXCHANGE PORTLAND WANTS YOU!

The ability of Hour Exchange Portland to make greater Portland (and the greater world) a more enjoyable place to live in is limited only by the hours in the day. Fortunately, you know that with the help of a good friend and neighbor we can get more done with more enjoyment and essentially add more hours to the day! So we are asking for your time and your skills to grow HEP and help HEP work better for you and all of us.

We are asking you to join the **HEP Leadership Team** whose purpose is to cultivate HEP member leadership. We need your brain power and your muscle power to help organize HEP Events, Fundraising, Recruitment and Program development (and of course you can earn hours doing so).

Events – HEP has lots of events we need help organizing, like the First Friday Art Walk Time Gallery + Shoppe events, the Holiday Bizarre Bazaar, Potlucks, Open Houses, Service Fairs, Community Nights (like we had at North Star Café and the Dogfish), Days of Service (including the 9/11 Deering Oaks Park Clean Up), and our membership has even more great ideas. We need **Event Leaders** who will help coordinate and organize events.

Fundraising – HEP needs money to pay for newsletters, rent, computers, phones, and to have someone there to pick up the phone. We raise funds through much appreciated member donations, our Online Auctions, selling Time and Talents software, selling member made arts and crafts during the First Friday Art Walk, Greeting Cards with member made images, Hands of Time Pins, and we are always looking for new ideas. We need **Fundraising Leaders** to help coordinate and expand HEP's sources of revenue.

Recruitment – You already know you can earn an hour if someone who joins HEP tells us you referred them, so keep telling all your friends about HEP! There are some services in high demand that are hard to find in HEP and we need to specifically go out into the community to find businesses, organizations, and individuals who can provide these in demand services. That's why we need to create promotional materials and train **Recruitment Leaders** who can explain how HEP works to diverse audiences and how HEP can help them get what they need.

Programs – HEP has lots of ways members can help develop its programs. If you are involved in the Portland arts scene you may be interested in helping with our Access to the Arts program. If you are interested in meeting people from diverse cultures there are opportunities to work with the immigrant community. We have Weatherization, Health Care, Small Business Development programs and more that all can use your help. We are looking for people with many different skills and many different skills levels. You may be great on the phone or you may be great with computers, you may be a great people person or you may be great with numbers. Whatever your interests or abilities there are opportunities for you to use your talents and passions as a **HEP Leader!**

Fill out the back of this form and return to Hour Exchange Portland, 516 Congress St., Portland, ME 04101 or email your interests to membercare@hourexchangeportland.org or call (207) 874-9868 with any questions you may have.

Hour Exchange Portland Leadership Team Questionnaire

Your Name:

Date:

Contact Info:

Put a check mark next to areas or programs you are interested in working on:

Event Planning	
Time Gallery	
Bizarre Bazaar	
Potlucks	
Community Nights	
Days of Service	

Fundraising	
Online Auction	
Arts and Crafts	
Greeting Cards	
Pins	
Time and Talents	

Recruitment	
Access to the Arts	
Weatherization	
Health Care	
Committees	

Put an SA next to the following statements that you Strongly Agree with, put an SD next to the statements you Strongly Disagree with, an A next to the statements you Agree with, and a D next to the statements you Disagree with.

I am a people person.	
I have good phone etiquette.	
I am very organized.	
I am good with numbers.	
I work well with minimal oversight.	

I like public speaking.	
I am proficient on the computer.	
I like to be a group leader.	
I am multilingual.	
I work well on a team.	

Use the space below to clarify or expand upon any of your answers like examples of past experiences that demonstrate your abilities, computer programs you are adept with, languages you speak, ideas for events or fundraisers that you would like to work on or have worked on.

Availability

Best times for you to help out:

of Hours per month:

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