



Volunteer Instruction Sheet – Membership Table

Thank You for Volunteering at MI-ACE 2025!

As a Membership Table Representative, you'll help create a welcoming and informative experience for attendees interested in the Michigan Section of the American Water Works Association (MI-AWWA). Your role is to share the value of membership, answer questions, and encourage professional engagement.

POSITION TITLE: MI-AWWA Membership Table Representative

POSITION SUMMARY:

As a volunteer at the MI-AWWA Membership Table, you will serve as a friendly and knowledgeable ambassador for the Michigan Section of the American Water Works Association (MI-AWWA). Your role is to promote the benefits of membership, encourage sign-ups, answer questions about MI-AWWA, and inspire others to get involved through volunteering and active participation.

RESPONSIBILITIES

- Greet attendees and engage them in conversation about MI-AWWA.
- Share the benefits of membership, including networking, professional development, training opportunities, and access to industry resources.
- Encourage non-members to sign up and help guide them through the membership process.
- Answer general questions about MI-AWWA's mission, events, committees, and programs.
- Promote upcoming events, volunteer opportunities, and ways to get more involved in the Section.
- Distribute brochures, membership forms, and promotional materials.
- Maintain a tidy and welcoming table space throughout your shift.
- Direct attendees to appropriate MI-AWWA staff or committee representatives for more in-depth inquiries.

KNOW THE BASICS

- Sessions are in Lake Huron Convention Hall B, and in Grand Ballrooms I & II.
- Restrooms are in the Convention Pre-function area, outside Registration.
- Exhibits are in Lake Huron Convention Hall A (Wednesday only).
- Breaks:
 - Wednesday – Exhibit Hall in Lake Huron Hall A
 - Thursday and Friday – Concourse outside St. Clair B /Lake Huron Halls

NOTES (For On-Site Use)

Shift Time: _____

Assigned Station #: _____

Notes/Reminders: _____

Thank you for being a vital part of MI-ACE 2025!

Your role helps ensure every attendee starts their experience with a smile and the information they need.

