

VAnetworking.com Volunteer

Thank you for applying to become a “Volunteer and/or Moderator” at www.VAnetworking.com

You are receiving this document to sign and review because you have been hand-picked to become a Volunteer and/or Moderator at our network. You appear to show a keen desire to network with like-minded business entrepreneurs and have valuable knowledge to share with our network. AND...we want you on our team!

I’m Tawnya Sutherland, founder and creator in 2003 of the largest membership based forum for Virtual Assistants online today sporting 50,000+ members. We are the market leader for Virtual Assistants worldwide. You can read more about us [here](#).

My goal here is to continue being the **#1 FREE** networking resource online for aspiring and successful Virtual Assistants globally. A market leading online community where anyone can ask a question about working virtually without feeling stupid asking it (our motto!). A friendly and informative place VAs can feel at home in to share and learn from each other.

Benefits you will receive as a VAnetworking Volunteer and/or

****Moderator:**

1. **A VAinsiders Club membership for as long as you volunteer (\$333/yr value).** [Learn more about VAinsiders here](#)
2. **We will promote you as an expert in your niche** not in just our [#VAforum](#) but through our other social networks as well.
 - o [Twitter](#)
 - o [Facebook page](#)
 - o [Virtual Assistant LinkedIn Group](#)
 - o [Google+](#)
3. **You'll gain exposure at our [VA blog](#)** with your guest blog posts (if you choose to write same) which we also announce to our social networks.
4. **You'll receive a testimonial** from Tawnya Sutherland that you may use in your marketing materials, social networks or on your website.

5. **Word of mouth referrals.** We are asked regularly by clients/associates/colleagues who's a good VA to hire? We work closely with our volunteers at our forum so would definitely be shouting out your name if asked who to hire ;)
6. **Volunteering will also make you more valuable and credible to your clients as you gain additional knowledge and work experience.**
7. Most importantly you'll gain **recognition as a Volunteer and/or Moderator at our network** which further promotes you as an expert in your field. We've had many volunteers go through our network and become experts in Social Media, Podcasting, Bookkeeping, etc.
8. **I love to give back to others who give to me** and I always do my best to give Volunteers at my network back tenfold. Be it extra promotion of their products, word of mouth client referrals, marketing advice or working together with them on joint ventures.

In exchange, your duties are as follows:

(Check off volunteer and/or Moderator)

Volunteer Duties: Specify niche: _____

1. **Provide** _____ **hours per month of virtual assistant services** to our network.
2. **Be a responsible team player** by getting tasks done by due dates and communicating well with your project manager.
3. **Be an active participant** at our [#VAforum](#). If you also choose to be a moderator you will accept the additional duties below for Moderator Volunteer.
4. **Opportunity to regularly submit us an article for our blog** that surrounds your niche. This blog actually has two target markets. Virtual Assistants and the clients who use the services of VAs so you can write towards either. Writing blog posts at our network further promotes you as an Expert in your niche. * **Optional duty.**
5. **Attend an odd meeting now and then** (We may never have any but would like to tentatively say 4 times a year we will just to touch base.
6. **Notify us if you will be away.** If you will be out of touch for more than 1 week, please let the Moderator Manager know this beforehand. If sick/holidays, just let us know and we'll leave you alone. We call this a "VA Break" which you are allowed.
7. **Confidentiality is a must** and anyone giving out any information will be terminated immediately.
8. **Being affiliated as a volunteer** at any other network online within the Virtual Assistant industry "may" be considered a conflict of interest. Besides who has time to volunteer at too many places? Please [contact us directly](#) if you are unsure if there is a conflict so that it can be discussed further and possibly worked through.

Moderator Duties:

1. **Check into the forum at least 3 times a week** to answer any questions in your niche area.
2. **Post a new topic of conversation once a week** to keep your forum area active. You can post more if you like as it does give you more exposures. We tweet out all new topics to Twitter so it does give you exposure as an expert.
3. **Engage at the forum and answer questions** where you can, not just in your own forum area but others as well.
4. **Check the new members area** [“Introduce Yourself and Your Virtual Business!”](#) once a week and welcome (even if it’s just a quick hello) EVERY new member. Make someone new feel special.
5. **Keep an eye out for disruptive posts** and report any spam or conversation that may seem controversial and may make our members stays unpleasant (dissing others, etc.) at our [private admin forum area](#). Please also keep watch of this forum area for Moderator notices.
6. **Opportunity to regularly submit us an article for our blog** that surrounds your niche. This blog actually has two target markets. Virtual Assistants and the clients who use the services of VAs so you can write towards either. Writing blog posts at our network further promotes you as an Expert in your niche. * **Optional duty.**
7. **Attend an odd meeting now and then** (We may never have any but would like to tentatively say 4 times a year we will just to touch base. More importantly check #5 above on a regular basis) with other moderators to discuss new activities at the forum and to give feedback on how to improve it overall for our members.
8. **Notify us if you will be away.** If you will be out of touch for more than 1 week, please let the Moderator Manager know this before hand. If sick/holidays, just let us know and we'll leave you alone. We call this a “VA Break” which you are allowed.
9. **Confidentiality is a must** and anyone giving out any information will be terminated immediately.
10. **Being affiliated as a volunteer** at any other network online within the Virtual Assistant industry “may” be considered a conflict of interest. Besides who has time to volunteer at too many places? Please [contact us directly](#) if you are unsure if there is a conflict so that it can be discussed further and possibly worked through.

Every Volunteer and/or Moderator representing our VA network should share the desire and comradery to do all that we can to help keep this network the leader for free networking online in the VA industry. Together we are going to create recognition for all VA’s.

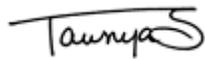
We reserve the right to ask all volunteers, at any time, to step down from their position in the event that there is a determination that a commitment to the projects/tasks is not there. No reason needs to be given.

I hope that working as Volunteer and/or Moderator with our team will bring you higher exposure in the VA industry and a treasure trove of valuable work experience working under other industry leading experts at our network.

Our team will be making unprecedented progress in the Virtual Assistant field and we hope you are excited to be a part of it with us!

Thanks again for joining and helping us at www.vanetworking.com

Warmly,



Tawnya Sutherland
Founder of VANetworking.com

PS: This Welcome Letter will be a living document and hopefully will have many more things added to it over time so that we can give to our VA Volunteers, so please check back often in the [Admin Forum area](#) for any additions.

If you are in agreeance with this document, please sign and put into PDF format and fax to us 1-800-642-6313 or [email to us](#). You can also snail mail to Tawnya Sutherland, 800-15355 24th Ave., Suite 393, Surrey, British Columbia, Canada, V4A 2H9.

By electronically signing this 5 page agreement I state that I will abide with the Volunteer and/or Moderator terms in same.

Full Name: _____

Company Name: _____

Address: _____

Phone: _____

Signature: _____