

# MiB MOTHERS IN BUSINESS

Towards an equal and family friendly working life

Personal information update

Actives  
infobank

News

This regular actives' letter is also published on the Actives' Infobank on MiB's website. The English version of the actives' letter includes both MiB-wide news as well as news specific to MiB International.

[Read letter in web](#)

## Don't hide your potential <3

MiB International community keeps growing and the staff is super excited about that! We are thrilled to see more members in our Facebook group and how you become active. Feel free to bravely post your ideas or questions to the wall, when needed.

It is very exciting to also see so many new actives in our team. Next year we will provide several trainings for you, and one of them will be volunteer management training. It is open to all of you interested in learning about volunteer management.

If you are interested in a team leader's role, this is a great moment to ponder if you could be the next Events or HR team leader for example. Do not hide your potential or interest towards something you could try as a MiB volunteer <3.

**We are also happy to announce our very first communications team leader *Anne Koskinen* who will lead the comms team onwards from November.** Congratulations Anne for your new role and the team for having Anne!

As a team leader Anne will organize the regular team meetings, make sure everyone is clear about their comms role and is having fun (since that is really what MiB's volunteering is all about). MiB team leaders have full support from the office at all times and the office team carries the responsibility of the project as the team leader role is a volunteer role like any other.

If you want to know more about a team leader's role, please contact me on Slack or via email (viivi(at)mib.fi).

Warm November hugs, Viivi Kuja-Kyyny

MiB International project coordinator



## MiB event invitations will change in 2023

MiB's event communication will change at the beginning of 2023. We will send individual event invitations for live events and company visits through Lyyti system. The goal is better visibility for the events and easier communication for you actives.

An employee will still send invitations on Tuesdays to national webinars and streamed hybrid events (as has been done before). Mingles should in the future be added and promoted in the local Facebook groups. The idea is to make organizing a MiB mingle as simple as possible for members and active volunteers.

Of course, you can add mingle to Lyyti if you want to, but no separate invitation will be sent via email (however, special cases can be negotiated with the employees). Mingles that are added to the Lyyti system will be found from [the MiB event calendar](#).

Live events and company visits → individual invitation letters via email

Webinars and streamed hybrid events → weekly invitation letter

Mingles → added and promoted in the local Facebook groups

Psst. The invitation letter via email are sent only to MiB members. Find out more about [MiB membership](#).

#### The roles during the change:

- The event organiser writes the text for an invitation as before. The new event invitation templates are soon available.
- The Lyyti team member copies the event information and the invitation message ready into the Lyyti system and publishes the event, marking the **status** as *ready*, in the Tapahtumataulukko (events calendar for all MiB events)



- When the **status** on the Tapahtumataulukko is marked *ready* for the event MiB employee will then send the event invitation to MiB members from Lyyti system
- MiB employee will send the separate invitations weekly on Mondays and Thursdays, rescheduling is possible if necessary
- MiB employee then marks the **status** *Sent* and the date of dispatch on the table
- The Lyyti team member will keep sending the reminder messages and feedback messages as before

#### Schedule for the change:

- Q&A session at the joint events and company visits team meeting on the 1.12. at 12pm
- The last current style invitation letter of 2022 goes out on Tuesday 20.12.
  - Contains all completed events that are in the event table by Monday 19.12.
- The first individual invitations will go out on Monday 9 January 2023
  - In the future, the invitations will be sent on Mondays and Thursdays every week. If necessary, employees schedule invitations to avoid too many invitations to go out at the same time.
- The first invitation letter for webinars of 2023 goes out on January 10, 2023. The collection invitation letter will continue to be sent out on Tuesdays. We monitor the number of webinars and adjust the transmission frequency if necessary.
- We are currently updating event instructions and materials in Lyyti, Drive and the Active infobank.
- The reform will be communicated to the MiB members in the newsletter in December.

During the trial, we monitor participation statistics and event numbers and collect feedback from participants. So remember to check in the participants in live events by using Lyyti App!

Do you have any questions? Join our joint events and company visits team meeting and hear more: 1st of December at 12pm.

### Join us for party time!

You still have time to reserve your spot to **MiB International's get-together for volunteers and alumnis on the 8th of December.**

Our program will include tasty food (cakes), wonderful company and mini-head & shoulder massages done by a professional.

Office wants to thank you for your amazing contribution for the project that we are enabling together <3.

Register now and recharge your batteries with us!



## Invoice your MiB expenses before Xmas holidays

We'll soon be closing the books for the year of 2022. Please send us your receipts for travels and other expenses considering MiB International **before Monday 12th of December**. This will help us balance the budget before the end of the year.



**Please note that the staff always has to agree on the expenses before volunteers making purchases** - after that we're very happy to compensate for the costs.

If you are planning to invoice your travel expenses (up to 25€) from the get-together event on the 8th of December in Helsinki, please do that as soon as you can after the event.

To find out more how to do that, visit actives infobank → [click here](#)

**If you have any questions, please contact [tuovi.bresnahan@mib.fi](mailto:tuovi.bresnahan@mib.fi).**

## MiB Active communications will be improved

Your feedback has been heard - we will clarify the internal communication for you actives and reduce communication channels from the beginning of 2023!

The [MiB active's national Facebook group](#) will be deactivated on the 1st of December 2022, and the information will focus on the regular active letter by email.

Cooperation between team members, other volunteers and all the internal discussion will remain in [MiBry Slack](#), which we encourage you all to join. No need to check Slack every day but a few times a week will keep you well on top of all the things you need for your volunteering.

From MiBry Slack, you can reach all the MiB actives from all over Finland, MiB employees and MiB board members. In Slack, we work together for example regarding various events, campaigns, as well as brainstorming together. Slack can be used both on a computer and on a mobile device, with both a browser and an app.



If you have any questions regarding the Slack, pop your question to the channels [#kysy\\_työntekijältä](#) (ask a MiB office) or [#international](#). Thank you!

## Coming up!

**Team meetings:**

**Trainings:**

- TBC Volunteer management training

- **1st of December:** Joint events and company visits team meeting

**For all the upcoming team meetings:** keep an eye on Slack (channels #international, #international\_events and #international\_communications) and the events calendar, for external and internal meetings.

MiB International internal meetings

**Slow down when you can (even just a little bit) and take time for yourself:** check out our upcoming events and book some “me time” for yourself - you deserve it! Check out all the great events we have coming up: [All the MiB events in English](#)

### Useful links for MiB Actives:

- » [Actives infobank](#)
- » [Events organising instructions](#)
- » [MiB Tapahtumataulukko \(all MiB events\)](#)
- » [MiB International Events calendar \(all the events in English\)](#)
- » [Picture bank for events and social media posts](#)
- + [All you need to know in a nutshell](#)



MiB Actives on Facebook (FIN)



# MiB

Mothers in Business MiB ry / MiB International project

[hello@mib.fi](mailto:hello@mib.fi)

You received this email as you have registered as an active volunteer of MiB International project. If your situation has changed and you wish no longer continue as an active volunteer, please contact us on [hello@mib.fi](mailto:hello@mib.fi)

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