



## VERLAND EVENT COMMITTEE VOLUNTEER POSITION DESCRIPTION

**Title:** Event Committee Volunteer

**Reports to:** VP of Philanthropy

**Unit:** Fund Development

*We believe that every person deserves a safe, enriching, and stable environment in which to thrive with dignity and respect. Our mission is to provide individualized, innovative care and ongoing support for people in our community with complex physical and intellectual challenges.*

### **POSITION SUMMARY:**

Volunteers will assist in the planning and execution of an event for the purpose of raising money and awareness for Verland's programs.

### **DUTIES & RESPONSIBILITIES:**

- Attend regularly scheduled meetings
- Establish event goals
- Provide recommendations for achieving event goals
- Participate in the planning of the event
- Solicit gifts
- Identify prospects
- Participate in a specific planning activities to achieve the overall event goal
- Represent the event in the media in a positive manner
- Provide feedback and evaluation at the end of the event

### **PERSONAL QUALITIES:**

Volunteers should exhibit characteristics of maturity, organization, attention to detail, good communication skills and a desire to help. Experience in event planning and fundraising are an asset.

### **QUALIFICATIONS & REQUIREMENTS:**

- Minimum age of 18
- Experience in the type of event assisting in

### **REPORTS TO:**

Vice President of Philanthropy

### **TIME COMMITMENT:**

- Regularly scheduled meetings
- Time to complete assignments/tasks that arise from the meetings.
- Event day – agreed upon schedule

### **BENEFITS TO VOLUNTEER:**

- Networking opportunities
- Personal satisfaction
- Raising awareness and providing education
- Social benefits

**REMUNERATION:**

- Advancement Director must approve any expense reimbursement

**APPROVED BY VICE PRESIDENT OF PHILANTHROPY, Abigayle Tobia**

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Signature

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Date