

## Event Chair

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**Objective:** Serves as the volunteer leader of the Walk to Cure Arthritis Committee. Recruits and supervises the logistics, marketing/PR, mission and advocacy, and team development committees in their efforts to recruit teams, and provide logistical and media support for the event. Develops a plan of action to ensure event goals and objectives are met.

**Event Goal:** *(Determined by Event Chair, Corporate Chair, staff partner, and Regional leadership)*

**Length of Involvement:** 1 or 2 year options, ideally 1 year as vice chair prior

**Time Commitment:** 6-10 hours per month on average

### Responsibilities:

- Be knowledgeable about the Arthritis Foundation's mission and programs
- Develop a plan of action with staff to ensure budgetary goals are met
- Recruit and oversee the following high level volunteer positions:
  - ✓ Team Development Chair
  - ✓ Logistics Chair
  - ✓ Media & PR Chair
  - ✓ Mission & Advocacy Chair
  - ✓ Dog Walk Chair (if applicable)
- Meet regularly with Walk to Cure Arthritis Committee to determine progress and to help where needed
- Participate in conference calls hosted by the national Walk to Cure Arthritis Committee
- Meet regularly (via phone or in person) with Arthritis Foundation staff to ensure a strong partnership
- With the staff, address issues and problems that are impeding the effectiveness of the committee
- Assist Team Development Chair with new team development and team retention efforts
- Serve as advocate for online fundraising by promoting its easy-to-use functionality and reporting
- Recruit at least one team from your own company, family or friends
- Serve as the official volunteer spokesperson for the Walk in your community
- Attend the Walk to Cure Arthritis and conduct pre/post Walk announcements
- Conduct a post-event evaluation meeting and thank everyone