



Volunteer Training Introduction

Welcome to the Arthritis Foundation's Volunteer Training. The documents posted on our Volunteer Resource Center (VRC) are a compilation of information to help you and your committees conduct a successful Walk to Cure Arthritis.

Each Walk is a volunteer driven, staff supported event. The Arthritis Foundation relies upon the volunteers from the community to manage the Walk using the resources of the local and national Arthritis Foundation's staff.

The information on the VRC should be used to give you a framework on which to plan your Walk to Cure Arthritis. All of the information is compiled from experience from many volunteers and their years of experience. You may find that you have even more ideas than what is written. You may find that you need to adapt different ideas to fit your community. The information that is provided should be used to help you get started. What you do from there is up to your imagination and creativity.

As we have mentioned, volunteers are the key to making the Walk to Cure Arthritis a true success. Volunteers like you are needed to fill different committee roles and to help the overall event be successful. To help better understand what the different committee positions are, we have brief outline of each listed below a:

Event Chair - The Event Chair manages the overall organization, strategy, and committee for the Walk. The Event Chair also works closely with the staff to ensure that all Arthritis Foundation policies are met and that the event will be a success.

Vice Chair - The Vice Chair assists the Event Chair in managing the different committees that are a vital part of the Walk. In addition, the Vice Chair will serve to facilitate meetings in the absence of the Event Chair.

Team Development Chair - The Team Development Chair is responsible for managing the team recruitment and retention process. This person will lead a brainstorming session with the Walk Committee to develop a plan of recruitment and retention for teams. Afterwards, this chair will delegate potential teams to members of the committee for them to recruit and report back to the Event Chair. This person may work closely with the Corporate Chair and his/her Revenue Committee.

Sponsorship Chair - The Sponsorship Chair is responsible for managing sponsor recruitment. This person will lead a brainstorming session with the Walk Committee to develop a plan of recruitment for sponsors. Afterwards, this chair will delegate potential sponsors to members of the Sponsorship Committee to recruit the sponsors and report back to the

Event Chair. This person may work closely with the Corporate Chair and his/her Revenue Committee.

Public Relations Chair – This chair is responsible for informing the public of the Walk to Cure Arthritis through the media and approving communications that are sent to the public.

Mission Delivery Chair – The Mission Delivery Chair is responsible for ensuring the mission of the Arthritis Foundation is carried out through all events related to Walk to Cure Arthritis. This chair will build partnerships with community partners to enhance the mission at the Walk event.

National Walk to Cure Arthritis Volunteer Committee - To help provide further guidance and to answer any questions, we are very thankful to have a group of dedicated volunteers from around the country that are a part of the National Walk to Cure Arthritis Volunteer Committee. All of these volunteers have been and still are a part of their local Walks, but also serve on the national committee to assist other volunteers and to help provide feedback to the Arthritis Foundation. This group of volunteers also hosts training webinars and conference calls for staff and volunteers around the country. Be sure to check the Volunteer Resource Center main page for upcoming events.

Staff - Staff members are personnel who work either at the national or local level. They are paid employees of the Arthritis Foundation and not only work on the Walk but all the fundraising events for the Foundation as well as help the public with any issues/questions they may have about arthritis in general.

The training documents for all Volunteer Chair positions can be found on the Volunteer Resource Center. You are encouraged to read over all duties to familiarize yourself with overall event. Should need additional assistance, your staff partner or the National Volunteer Committee will be excellent resources.

The Walk to Cure Arthritis is the signature fundraising event for the Arthritis Foundation. Each of us at the Arthritis Foundation, staff and volunteers alike, would like to extend our sincere appreciation for your dedication to making your Walk a successful event.

Thank you!