

Logistics Chair

Objective: Responsible for working with Arthritis Foundation staff to ensure all event day logistics are planned, coordinated, and implemented effectively. Organizes, manages, and directs the Logistics Committee overseeing each area and holding subcommittee leaders accountable.

Length of Involvement: 9-12 months

Time Commitment: 3-4 hours per month

Responsibilities:

- Be knowledgeable about the Arthritis Foundation's mission, programs and events
- Recruit at least three people to form the following Logistics Subcommittees:
 - Volunteer Recruitment Leader
 - Route Leader
 - Event Site Leader
- Conduct Logistics Subcommittee meetings
- Follow up with subcommittee leaders to ensure assignments are completed as scheduled. Assume tasks of any volunteers not able to fulfill their job responsibilities
- Work with staff to ensure logistics expenses are within event budget
- Oversee all event day logistics
- Recruit at least one team from your own company
- Attend Walk to Cure Arthritis Committee meetings
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- Participate in a post-event evaluation meeting