

**EVENT COMMITTEE VOLUNTEER
VOLUNTEER POSITION DESCRIPTION**

Canadian Mental Health Association
Windsor-Essex County Branch

Title: Event Committee Volunteer
Unit: Advancement

Reports to: Development Officer

Date Approved: 8 September 2009

The mission of the CMHA-WECEB is to enhance and promote the mental health of all persons and support the resilience and recovery of people experiencing mental illness in our community through education, prevention, advocacy and services.

POSITION SUMMARY:

Volunteers will assist in the planning and execution of an event for the purpose of raising money for the agencies non-funded programs.

DUTIES & RESPONSIBILITIES:

- Attend regular monthly meetings
- Establish the event goals
- Provide recommendations for achieving the event goals
- Participate in the planning of the event
- Participate in a specific planning activity 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 desire to help. Experience in event planning and fundraising are an asset.

QUALIFICATIONS & REQUIREMENTS:

- Minimum age of 18.
- Willing to:
 - ◆ Participate in Volunteer Orientation.
 - ◆ Participate in an evaluation.
 - ◆ Sign a confidentiality agreement, non-competition agreement and privacy agreement
 - ◆ Submit to and provide a satisfactory police clearance
 - ◆ Provide 1 reference

REPORTS TO: Development Officer

TIME COMMITMENT:

- Orientation
- Monthly Meetings
- Bi-weekly meetings, 6 weeks prior to the event
- Time to complete assignments that arise from the meetings.
- Event day – agreed schedule

ORIENTATION & TRAINING:

- CMHA On-line Orientation
- Job specific training/orientation by CMHA Staff
- Volunteer Handbook

BENEFITS TO VOLUNTEER:

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

REMUNERATION:

- Development Officer must approve any expense reimbursement

APPROVED BY THE DIRECTOR OF ADVANCEMENT: Patti Lauzon

Signature

Date