



Junior Committee Executive Board Member Description - President

Position Description:

The President is a volunteer position, responsible for the coordination, management and promotion of all Junior Committee events. This person will plan and implement monthly Junior Committee Meetings and monthly Executive Board meetings. This President is responsible for maintaining the mission and vision of the Central Ohio Alzheimer's Association throughout all Junior Committee events, messaging and outreach. The President is responsible for overseeing all Vice President roles and aid in their individual and committee success.

All Junior Committee board members are expected take part in the planning of annual events.

Requirements:

- Attend monthly JC Meetings
- Attend monthly Executive Board meetings
- Commitment to serve a two year term
- Active participant in all major Junior Committee events
- Willingness to devote individual time and effort to the improvement of Junior Committee events
- Recruit Junior Committee team members to plan, implement and promote team fundraisers
- Serve as the Junior Committee representative at JC sponsored events
- Attend at least 75% of all Junior Committee meetings

Responsibilities:

- Preparing agendas prior to full Junior Committee and Executive Board monthly meetings
- Lead Junior Committee and Executive Board meetings
- Set objectives for the meetings
- Maintain and increase membership of the Junior Committee
- Oversee Junior Committee Executive Board and Committee and liaise with Alzheimer's Association, Central Ohio Chapter

Qualifications:

- Previously served on the Junior Committee Executive Board
- Previous event planning experience welcomed
- Experience with project management and multitasking
- Excellent written and oral communication skills
- Experience in fundraising welcomed
- Ability to be positive and flexible in the heat of an event!
- Has knowledge and an understanding of Alzheimer's Disease

Personal time commitment is estimated to be an average of 12 hours per month in addition to planning and attending monthly board meetings. This time will increase depending on upcoming JC events.