



Executive Board Member Description – Vice President of Advocacy

Position Description:

The Vice President of Advocacy is a volunteer position, responsible for assisting in coordination, management and promotion of all Junior Committee events. This person will plan and implement coordinate local and national advocacy efforts and legislation education. The Vice President of Advocacy will present facts and figures and other related information regarding Alzheimer's and/or Alzheimer's related policies during each Junior Committee Meeting. This person will spearhead all political events to advocate for the mission of the Alzheimer's Association, Central Ohio Chapter.

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

Requirements:

- Attend monthly Junior Committee 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 Junior Committee sponsored events
- Attend at least 75% of all Junior Committee meetings

Responsibilities:

- Recruit and plan trip to National Alzheimer's Forum (Booking hotel, check flight options, etc.)
- Recruit volunteers to attend and participate in Memory Day
- Recruit Junior Committee Members to Join Alzheimer's Impact Movement
- Select facts, figures and other related information from the Alzheimer's Association's website or related source to share with the Junior Committee monthly
- Stay up to date on Local and Federal asks from the Alzheimer's Association
- Overseeing and working with committee members on tasks needed

Qualifications:

- Previous event planning experience welcomed
- Experience with project management and multitasking
- Excellent written and oral communication skills
- Has knowledge and an understanding of Alzheimer's Disease

Personal time commitment is estimated to be an average of 8 hours per month in addition to attending monthly board meetings. This time will increase depending on upcoming Junior Committee events.