



Executive Board Member Description - Vice President of Awareness

The Vice President of Awareness is a volunteer position, responsible for the coordination, management and promotion of all Junior Committee events. This person is responsible for maintaining the website - including adding events to the calendar, updating the active member list and posting meeting minutes. The Vice President of Awareness is also in charge of managing the blog on the website by coordinating posts from guest contributors, editing, publishing and sharing on social media.

Requirements:

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

Responsibilities:

- Website management (WordPress)
- Blog management (Coordinate, edit & publish posts)
- Social Media management (Facebook, Twitter, Instagram)
- Monthly eNews management (MailChimp)
- Serve as meeting secretary (Meeting minutes & meeting attendance)
- Provide monthly updates and insights to the Junior Committee, Executive Board, Central Ohio Chapter Staff and Increasing Concern and Awareness Committee
- Event outreach & promotion (Create publication materials, facebook event pages, etc.)
- Committee management (Manage volunteers that serve on your committee i.e. social media manager, website manager, blog manager, etc.)
- Work with Increasing Concern and Awareness Committee to align goals

Qualifications:

- Experience with social media, WordPress, MailChimp, Canva, Google Drive welcomed
- Excellent written and oral communication skills
- Experience in fundraising welcomed
- Has knowledge and an understanding of Alzheimer's Disease

Time commitment: estimated to be an average of 12 hours per month