



## **Executive Board Member Description - Vice President of Volunteerism and Research**

### **Position Description:**

The Vice President of Volunteerism and Research is a volunteer position, responsible for the organization, management and promotion of Junior Committee Volunteer Nights. This person will also be responsible for tracking attendance at Volunteer Nights, as well as all Junior Committee and related events. Additionally, this person will be responsible for updating the Junior Committee on new advancements and opportunities related to Alzheimer's Disease research and discoveries. This also includes organizing "Mission Moments" as needed at Junior Committee meetings and events.

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
- Attend at least 75% of all Junior Committee Meetings
- Attend Junior Committee Volunteer Nights

### **Responsibilities:**

- Foster partnerships with Memory Care Facilities to host Junior Committee Volunteer Nights
- Organize all Volunteer Nights, and work with the Vice President of Awareness to publicize these events.
- Track attendance at Junior Committee Volunteer Nights
- Track attendance at all Junior Committee Meetings and other Events
- Organize "Mission Moments" for Junior Committee Meetings and stay aware of advancements in Alzheimer's Care and Research
- Provide monthly updates and insights to the Junior Committee, Executive Board, Central Ohio Chapter Staff and Care, Support and Accelerating Research Committee
- Committee management (Manage volunteers that serve on your committee)
- Work with Care, Support and Accelerating Research Committee to align outreach strategies and goals

### **Qualifications:**

- Previous volunteer management experience
- Comfortable working with memory care patients
- 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 8 hours per month in addition to attending monthly board meetings. This time will increase depending on upcoming Junior Committee events.