



Walk Committee Chair Volunteer Position Description

The Committee Chair Volunteer is responsible for leading and motivating a volunteer committee which in turn, is responsible for the successful staging of the Scotiabank MS Walk event on May 15, 2016 in your community.

Responsibilities:

- Plan and lead all organizing committee meetings.
- Responsible for the overall success and local organization of the Scotiabank MS Walk being held in their community.
- Acts as the point person for the assigned community walk.
- Networks and recruits organizing committee members to fill vacancies.
- Delegates duties to committee members.
- Coaches and supports committee members in their roles. Ensures assigned projects are completed successfully.
- Oversees the organization of the event from start to finish.
- Attend a mandatory training/orientation in January.
- At the conclusion of the event, hold wrap-up meeting for committee to assess event strengths and opportunities.
- Actively liaises with Staff Liaison/Walk Coordinator.

Skills, Attitudes, Knowledge Required:

- Strong, demonstrated leadership abilities and experience.
- Previous experience in fundraising and event coordination an asset
- Respect and understanding of the roles of volunteers and staff in the volunteer/staff partnership.
- Initiative, problem solving skills.
- Strong organizational and communication skills.
- Flexibility and ability to work under pressure to meet deadlines.
- Knowledge of MS and the ability to positively represent the Society.

MS Society Responsibilities:

- Provide required training and ongoing support to MS Walk Committee Chair.
- Work closely with Committee Chair to set and achieve the goals of the local walk.
- Ensure permits, licence, insurance and other necessary documentation is successfully submitted
- Clearly communicate fundraising strategies and provide the tools necessary to achieve fundraising goals.
- Provide press release templates and assist with local media coverage.
- Implement recruitment, e-communication and fundraising strategies in order to support Walk participants
- Supply all marketing and promotional materials (posters, pledge forms, banners).



- Provide assistance to walkers and donors via email/telephone.
- Develop local sponsorship packages and cover letter templates to support Committee Chair in securing local sponsors.
- Send out information and action reminder emails to Committee Chair.
- Hold monthly (January-May) conference calls with Committee Chair to provide training, resources and updates (or as needed).
- Issue tax receipts to donors for online and offline donations.
- Coordinate and distribute Walk participant prizing (weekend of event and post event).

Time Commitment:

Long term (November-May)

Volunteer Benefits:

- Organize a meaningful community fundraising event, where funds enhance the lives of people affected by MS in your community.
- Gain valuable experience in event planning/management.
- Contribute your time and talents in an impactful way for a worthwhile cause.
- Reference letter
- Automatic extra helping of good Karma
- Become the All-star of your community, which entitles you to serious bragging rights
- And finally, studies have found that those who volunteer have a lower mortality rate also volunteering has been shown to lesson symptoms of chronic pain and heart disease... so do your body good and live longer!