

Committee Chair

Summary:

The Committee Chair works with the guidance and support of the Alzheimer Society of B.C. Development Officer. With the *Walk* Committee, the Chair is responsible for the successful staging of the *IG Wealth Management Walk for Alzheimer's* in their community.

Responsibilities:

- Play a lead role in recruiting, motivating, and supporting committee members
- Plan committee meetings and follow up with committee members on their commitments
- Maintain regular contact with the Development Officer, for feedback, instruction and support
- Review and become familiar with guidelines, as set out in the *Walk* manual
- Attend training sessions for volunteer *Walk* chairs (November)
- Liaise with regional Alzheimer Society staff
- Identify and secure venue for the *Walk* in your community
- Ensure appropriate permits and insurance are in place
- Oversee the event timeline
- Ensure all funds/materials/reports are submitted appropriately

Skills required:

- Organized and able to delegate
- Excellent interpersonal and communication skills, both written and verbal
- Previous event planning experience an asset
- Able to work independently
- Able to lead and motivate a team of volunteers
- Familiarly with the Microsoft Office Suite and access to a computer and email