

**EVENT COMMITTEE VOLUNTEER  
VOLUNTEER POSITION DESCRIPTION**

Canadian Mental Health Association  
Windsor-Essex County Branch

**Title:** Event Committee Volunteer  
**Reports to:** Fund Development Officer / Director, Communications & Mental Health Promotion  
**Unit:** Advancement  
**Date Approved:** 8 April 2016

*CMHA-WECEB is a leader provider and advocate of community mental health services.  
We achieve this through treatment, collaboration, education and community engagement.*

**POSITION SUMMARY:**

Volunteers will assist in the planning and execution of an event for the purpose of raising money and awareness for the agencies non-funded programs.

**DUTIES & RESPONSIBILITIES:**

- Attend regularly scheduled meetings
- Establish event goals
- Provide recommendations for achieving event goals
- Participate in the planning of the event
- Solicit gifts
- Identify prospects
- Participate in a specific planning activities to achieve the overall event goal
- Represent the event in the media in a positive manner
- Provide feedback and evaluation at the end of the event

**PERSONAL QUALITIES:**

Volunteers should exhibit characteristics of maturity, organization, attention to detail, good communication skills and a desire to help. Experience in event planning and fundraising are an asset.

**QUALIFICATIONS & REQUIREMENTS:**

- Minimum age of 18
- Willing to:
  - ◆ Participate in an evaluation
  - ◆ Complete an Event Volunteer Agreement form annually
  - ◆ Provide 1 reference

**REPORTS TO:**

Fund Development Officer / Director, Communications & Mental Health Promotion

**TIME COMMITMENT:**

- Online orientation
- Regularly scheduled meetings
- Time to complete assignments/tasks that arise from the meetings.
- Event day – agreed upon schedule

**ORIENTATION & TRAINING:**

- Event/Agency Overview/by CMHA staff or Event Volunteer Agreement
- Job specific training/orientation by CMHA staff

**BENEFITS TO VOLUNTEER:**

- Networking opportunities
- Personal satisfaction
- Raising awareness and providing education
- Social benefits

**REMUNERATION:**

- Advancement Director must approve any expense reimbursement

**APPROVED BY THE DIRECTOR, COMMUNICATIONS & MENTAL HEALTH PROMOTION:**  
**Kim Willis**

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Signature

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Date