

Volunteer position: Committee Chair

Hours per month: 5-10 hours per month (more during month leading up to the event)

Key responsibilities: Oversees overall planning of Walk to Cure Psoriasis. Serve as liaison between Foundation staff and Volunteer Walk Committee. Work with Foundation staff to prepare strategic plan and budget. Recruit volunteers to serve as committee members. Work with committee chairs to ensure they are able to meet their expected responsibilities.

*Walk to Cure Psoriasis is the fastest growing fundraising event in the history of the National Psoriasis Foundation. Each walk is an event that is fully developed and executed by committed, enthusiastic **volunteers** who believe in the National Psoriasis Foundation's mission – to find a cure for psoriasis and psoriatic arthritis and eliminate its devastating effects. Over 90 percent of the money raised goes directly to the Foundation, with an average of only 10 percent being used for walk expenses. No other event can be conducted so efficiently. The walk is a chance to bring people together to raise awareness and to celebrate our successes.*

Responsibilities:

- Act as a role model to other committee chairs and volunteers. Form your own team and recruit at least 10 people to join. Start your online fundraising campaign and encourage teammates to do the same.
- Help recruit a minimum of 5 committee volunteers to plan the walk.
- Be very familiar with committee responsibilities (Team Chair Guides) so you can mentor committee through the recruitment and fundraising process.
- Assign volunteer positions based on the volunteers' individual strengths and interest
- Hold regular monthly committee meetings either via conference call or in person (twice a month meetings 1-2 months before the walk)
- Become a 'super user' in your online Walk Center so you can answer questions and help others.
- Regularly advertise Walk through Social Network postings (Facebook, MySpace, Twitter...)
- Support other committee chairs' recruitment efforts and recognize their hard work and success.
 - Form relationships with committee so they feel comfortable calling you if they need help.
 - Create a positive atmosphere that inspires committee members' hard work and makes them want to continue to be on the committee for next year's walk.
 - Ask committee members what their fundraising and recruitment goals are and remind them to share how they're doing as they make their calls.
 - Share with them fundraising and recruitment tips, your story, and what is working well for you.
 - Ensure committee members are using the online fundraising system, have updated their Walk Center with photos and a paragraph about how psoriasis and/or psoriatic arthritis affects them, and to send e-mails via their Walk Center so they can be a resource if their team captains have questions.
 - Monitor the committee's work load and reallocate resources if needed. Ensure volunteers aren't overloaded to avoid burn out and ensure they have enough work to do so they feel like they're a valuable member of the committee.
- Work with Foundation staff to identify date, location and speaker for kickoff event. Assist Foundation staff on day of the event with logistical details (food donations and pick-up, set-up and clean-up).
- If no logistical or PR committee chairs, work with Foundation staff to secure in-kind donations (such as food, coffee, fruit), entertainment, photographer and emcee for day of the walk, help post calendar announcements, send media releases and secure in-kind radio sponsorship.
- Conduct post-walk review with committee and send thank you letters to all committee chairs & work with your Walk Manager to develop goals and strategic plan for next year's walk
 - Encourage the chairs to reflect on experience and come up with suggestions for next year.