

Position Title: Fundraising Committee Member (previously Auxiliary Board)

Overview of the position: Serve as an ambassador for the Center by creating awareness and helping raise money to benefit the Center's programs.

Specific Responsibilities:

- Plan and implement the Center's annual fundraiser, Musical Mayhem:
 - Attend committee meetings (meetings are alternate between 7:30 am and 5:30 pm).
 - Assist in determining event logistics.
 - Help solicit sponsorships and auction items.
 - Invite friends to attend the event.
- Create Center awareness.
- Introduce new friends to the Center and identify ways to reach and recruit new supporters.
- Attend Center's special events.
- Help with fundraising for the Center.

Time commitment: The committee meets monthly for one-two hours, but additional meetings are planned for the months prior to Musical Mayhem (September-February).

Qualifications:

***Age requirements:** Must be 21 years of age or older.

***Skills/education:** A commitment to the Center's mission.

***Experience:** Fundraising or event planning experience is a plus.

***Training and screening required:** None.

Benefits to the Volunteer: Social and networking opportunities, earn experience in facilitating non-profit events, as well as helping the Center serve more individuals with Communication disorders by generating money to fund programs.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____