# 

# VOLUNTEER POSITION DESCRIPTION

## Fund Development Committee Member

### Position Description

Title: Fund Development Committee Member

Term: 1 year

Reporting to: Fund Development Committee Chair

Duty Level: Vote on Fund Development Committee

### Primary Objectives of the Fund Development Committee

* respect the needs of people with aphasia, recognizing that information needs to

be disseminated in a variety of formats

### make information about aphasia and Aphasia Nova Scotia accessible to all

### stakeholders

* evaluate whether Aphasia Nova Scotia members and other stakeholders agree

that they are receiving useful, relevant and comprehensive information

* research and apply for grants, and create a grants list
* research fundraising opportunities in the community, co-implementing them with

Community Programs and Events Committee (CPEC) and Communication

Committee (CC)

* boost funding in order to implement new projects
* work with other committees to plan budgets in order to present events that

further the goals of the Aphasia Nova Scotia

* solicit donations for auction
* develop a list of funding resources
* drive to recruit corporate funding
* research and develop a list of corporations and local donors to approach for

sponsorship

* write letters for sponsorship and donations and follow up with “thank you” letters
* write applications for corporate sponsorship
* apply for licensing with Department of Alcohol and Gaming (Annual Raffle)

### Responsibilities: All Committee Members

* actively participate in committee meetings
* participate in pursuing the objectives of the committee

### Requirements

* interest in supporting individuals with aphasia
* ability to commit to participate in committee meetings and activities
* reliability
* to become a member of Aphasia Nova Scotia (no membership fee)
* completion of Aphasia Nova Scotia volunteer orientation

### Training and Orientation

* orientation and training will be provided for volunteers (1-2 hours)
* need for specific training will be identified in collaboration with the Committee Chair and Volunteer Coordinator

### Support

* periodic check-in with Volunteer Coordinator to review volunteer satisfaction, meeting of expectations, and to identify any need for professional development

### Time Commitment

* monthly committee meeting (2 hours; to be scheduled according to the availability of committee members)
* no precedence yet set as committee currently being formed

Updated by President January 28, 2019.

Approved by FDC Chair: January 28, 2019

Approved by Volunteer Committee Chair: pending