



Join Our Team!

VOLUNTEER ROLE	BOARD MEMBER - FUNDRAISER
REPORTS TO	President, Board & Members of the LDAA

Volunteer Responsibilities

- **All LDAA Board Members play and active role in the non-profit**
- **Coordination of Fundraising including but not limited to**
 - **Annual Fundraiser/s & other fundraising events TBD**
 - **Sponsors (on website and for specific events)**
 - **Corporate donors**
- **Manage Fundraising email (AlbertaLyme.org)**
- **Create and distribute solicitation letters (approved by board) Previous examples provided.**
- **Secure cash and silent auction donations throughout year & thanks to donors**
- **Share ideas with board & volunteers**
- **Creation and implementation of new & exciting ways to collect donations**
- **Work with other board members to ensure timely marketing of fundraising events and certify application of funds to certain areas; recruit volunteers**
- **Contribute & maintain the professional representation of the organization**
- **Finding new, innovative, and creative ways to distribute LDAA's message effectively while showing consideration to budget**
- **Ensure consistent & professional representation of the non-profit, following policies & procedures**
- **Attendance at 4 Board Meetings per year (choice of WebEx or in person) & 1 AGM (in person), and other special meetings as determined; active participation in meeting**
- **Active participation & planning for the future of the non-profit**
- **Volunteer alongside Board in planning fundraiser/s & attendance at fundraiser/s**
- **Volunteer at awareness events & attendance of at least two per year**
- **Investigate, plan & implement opportunities for Lyme Awareness activities around Alberta**
- **Special committees, projects & other planning and volunteer work as required**
- **May be asked to assist with email inquiries** from general public & support-type questions

Time Commitment: Meetings (avg. 10 hrs./yr.)
 Planning independently (min. 10 hrs.; will vary and likely exceed)
 (Unlike all other board positions, you are not required to sit on another committee – giving sole focus to fundraising.)
 Volunteering at events (min. 6 hrs./yr.) – Must make all attempts to attend fundraisers

Qualifications

- ✓ Event Coordination experience and/or fundraising experience
- ✓ Exemplary attention to detail
- ✓ High professional standards
- ✓ Outstanding communication skills (both oral and written)

- ✓ Can stay within budget expectations & reconcile records with treasurer in timely fashion
- ✓ Excellent organizational & time management skills
- ✓ Team player & ability to self-direct
- ✓ Self-motivated
- ✓ Strong interpersonal skills and able to work with a diverse range of people
- ✓ Ability to volunteer time regularly & flexible during peak times (events, presentations, May awareness month)
- ✓ Passion for the cause & genuine concern for those affected by Lyme disease
- ✓ Microsoft Office (Word & Excel)
- ✓ Able to meet expectations set above in 'Volunteer Responsibilities' such as meeting commitments

Assets: Previous Board experience, Fundraising experience and/or interest

All applications undergo review with the Nominating Committee.

This is a volunteer role. Please submit your interest and/or questions (with resume/CV if available) to President of the LYME DISEASE ASSOCIATION OF ALBERTA, Susan McInnis at info@AlbertaLyme.org

Only qualified applicants will be contacted. Thank you for your interest!

Approved by:	<i>Board of the LDAA</i>
Date approved:	<i>December 10, 2016</i>
Reviewed:	<i>INSERT NEW DATE UPON REVIEW</i>