**Volunteer Position Description**

**Role: Annual Meeting Planning Committee**

**Responsibilities:**

Plan and implement 40Plus annual meeting and volunteer recognition celebration. Responsibilities include:

* Venue identification (tied to budget)
* Negotiation with vendors (F/B; A/V; printing; awards)
* Outreach to prior supporters for ticket sales and silent auction donations
* Marketing plan and execution

**Number of Volunteers Needed: 4-6**

**Skills required:**

* Marketing
* Event Planning
* Fundraising
* Design

**Time commitment:** *2-3 hours/week for 3-4 months prior to the event*

**Location:**

Group will meet by conference call and occasionally in person, with most work completed remotely.

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To volunteer for this role, please contact:***

***Name  
Chair, Annual Meeting  
Phone/Email***