



teamNPF
cycle
presented by
NOVARTIS

CHAIR

Volunteer Chair

VOLUNTEER CHAIR

Description:

The Volunteer Chair will assist in securing, assigning and communicating with all volunteers for the event.

Role:

- Secure lead volunteers for key areas of DOE, including rest stops, SAG, registration, breakfast/lunch, etc.
- Recruit and secure DOE volunteers for all areas needed for the event, working with NPF staff on what volunteer positions need to be filled.
- As volunteers sign up, collect all volunteer forms, as necessary, and turn into NPF staff.
- Serve as a day-of-event contact and coordinator for volunteers at the Volunteer Check-In area.
- Assist with post-event volunteer thank-you mailing.
- Chair will report out at each committee meeting.
- Recruit additional volunteers to serve on committee

Time Commitment: Approximately 8-10 hours per month, with additional hours needed two months before event.

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