



team **NPF**
walk
presented by
abbvie

CHAIR

Logistics Chair

LOGISTICS CHAIR

DESCRIPTION:

The Logistics Chair plays a vital role on the Walk Planning Committee by managing all event logistics and leading the execution of day-of-event activities. Their primary role includes ensuring that the day of the Walk event runs smoothly, is well-organized and fun.

ROLE:

- Act as main point of contact for all day-of-event logistics and day-of-event volunteers
- Form your own Walk team, recruit 10 people and start fundraising campaign early
- Secure refreshment donations, entertainment, emcee and photographer
- Recruit day-of-event volunteers, coordinate trainings, and act as volunteer liaison on day of event
- Create day-of-event plan and lead execution of set-up and tear-down
- Coordinate post-event volunteer appreciation and send thank-yous to all volunteers

QUALIFICATIONS:

- Lives or works within the Walk area
- Ability to make the necessary time commitment to the position and availability to attend monthly planning meetings
- Passionate about helping the local psoriatic disease community

Time Commitment: 2-5 hours per month (more during month leading up to the event)

Responsible to: Walk Committee Chair