

# Board Positions for 2019-2021

Dues for all board members is \$500 a year  
Board of Director commitment is a 2 year commitment

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## Open Board Positions

### OUTREACH CHAIR

- Volunteer Engagement:
  - Work with board members to thank and celebrate current volunteers
  - Request feedback about their volunteer role on a consistent basis
  - Inform volunteers of other opportunities and further involvement with PHA (Events, trainings, membership, board involvement etc.)
- Maintaining volunteer master list:
  - Interests of each volunteer
  - Up to date contact information
  - Past PHA volunteer roles
  - Years of service
- Work with Program Coordinator to plan and implement 3 Warmline Volunteer trainings per calendar year
- Maintain schedule for Warmline Volunteers
- Contact volunteers every 3 months about volunteer availability
- Update Warmline schedule every 4 months.
- Send weekly reminders to Warmline Volunteers about schedule and on call rolls
- Attend monthly board meeting on Wednesdays from 8am - 10:00am
- Attend annual October Fiesta event
- Contributes to monthly newsletter by submitting 1 blog a year for newsletter

### TRAINING Co-CHAIRS (1 out of 2 positions filled)

- Provide up to date materials to all Volunteer Trainers
- Collect feedback from each training and update the google drive
- Supply Outreach chair with training location information and contact information to further engage the relationships made through training
- Collect a list of interested members and volunteers at each training. Send this list to the Outreach chair as well as Membership Chair Communicate and establish relationships with prospective providers and support group sites
- Provide train the trainers for new volunteer trainings (1 per year)

- Outreach to underserved and low-income clients via the public health clinics
- Be prepared to give presentations about PHA
- Attend monthly board meeting on Wednesdays from 8am - 10:00am
- Attend annual October Fiesta event
- Contributes to monthly newsletter by submitting 1 blog a year for newsletter

#### **MATERIALS CHAIR**

- Oversee ongoing distribution of print material and other informational materials, recruit volunteers/Members to assist with distribution or perform distribution when necessary
- Document all print material distribution contacts and provide which will include a list of how brochures are being used, main contact, and quantities being used on a monthly basis.
- Help to build relationships with groups and individuals who use brochures, and secure opportunities for trainings and further support. Connect individuals to outreach chair for volunteer opportunities.
- Attend monthly board meeting on Wednesdays from 8am - 10:00am
- Attend annual October Fiesta event
- Contributes to monthly newsletter by submitting 1 blog a year for newsletter

#### **EVENTS CHAIR**

- Plans three yearly PHA anchor events which include October Fiesta Fundraiser, Spring Social & Climb Out Of The Darkness Fundraiser
- Work to engage sponsorship and meet fundraising goals for each event
- Works with treasurer to set events budget and solicit donations
- **October Fiesta Fundraiser:**
  - Date to be set by February of each year
  - Volunteer committee formed no later than 5 months prior
- **Spring Social**
  - working closely with Membership Chair to identify dates and set agenda.
  - Date to be set by February of each year and volunteer committee formed no later than 3 months prior.
  - Priority is to engage members, celebrate members and inform about years priorities
- **Act as a liaison for PSI Climb Out Of The Darkness Fundraiser**
  - Attend meeting(s) with PSI Coordinators
  - Communicate back to PHA board on how we can support event
- Provides information to Social Media for promotion for all events by set dates with Social Chair
- Coordinate happy hour social events bi-monthly via listserve, if able
- Reports back on participation progress at each board meeting
- Attend monthly board meeting on Wednesdays from 8am - 10:00am
- Attend annual October Fiesta event
- Contributes to monthly newsletter by submitting 1 blog a year for newsletter