



walk to
create a world
free of MS

Walk MS Committee Event Chair

Chair Description:

In partnership with the NMSS staff, the Event Chair is responsible for recruiting and training a team of volunteers to plan and implement all aspects of Walk MS in accordance with campaign standards. The Event Chair assists in setting fundraising goals and action plans and serves as a coach to the planning committee.

Position Responsibilities

- Appoint a committee to fill the positions listed below
- Coordinate meetings and agendas
- Offer leadership, guidance and support to committee members
- Promote Walk MS 2010 through daily professional activities

MS Walk Committee

- Honorary Chair
- Team Recruitment/Development Chair
- Sponsorship Chair
- Logistics Chair
- Hospitality Chair
- Mission Chair
- Entertainment Chair
- Registration Chair
- Volunteer Coordinator
- Food & Beverage Chair



Walk MS Committee Honorary Chair

Honorary Chair Description:

With the assistance of the Walk MS Committee and NMSS Staff, promotes the 2010 Walk MS through their daily professional activities.

Job Responsibilities

- Promote Walk MS 2010 through daily professional activities
- Include personal endorsement on promotional pieces
- Attend the Walk MS 2010
- Participate in the official start of the Walk MS 2010
- Recruit a team to walk with you in the Walk MS 2010



walk to
create a world
free of MS

**Walk MS Committee
Team Recruitment/Development Chair**

Team Recruitment/Development Chair Job Description:

With the Walk MS Committee, recruits new teams and cultivates veteran teams. Works with team captains to assure they understand all processes, assists in goal setting, etc. Organizes and oversees team captain communication.

Job Responsibilities

- Recruit new teams for 2010 Walk MS
- Work with staff to plan Team Captain Kickoff in January/February 2010
- With Walk MS Committee, develop target "hit list" including corporations/businesses, clubs/organizations, churches and school teams for the 2010 Walk MS
- Assist Registration Chair in Team Registration and pledge collection both prior to and the day of the event.
- Work with Committee and staff to plan post-event recognition event



Walk MS Committee Sponsorship Chair

Sponsorship Chair Job Description:

With the Walk MS Committee, develop target list for funding sources and product donations to offset costs, identifies potential sponsors, recruits and trains a committee as needed, and is responsible for sponsor visibility at the event.

Job Responsibilities

- Prospect and secure cash and product sponsors for the Walk MS 2010
- With staff, ensure that all sponsor benefits have been met
- See that all sponsors' banners are displayed at the walk site
- Collect promotional products for and assemble day of event "goodie bags"
- Participate in follow up with corporate sponsors to ensure future involvement in NMSS events
- Coordinate and Manage sponsor/vendor area at the walk site
- Work with committee and staff to plan post-event recognition event



Walk MS Committee Hospitality Chair

Hospitality Chair Job Description:

Ensure all Top Team Tents are stocked with “goodies,” etc. prior to team’s arrival. Communicate all incentives to Top Teams in advance of the event. Work closely with Sponsorship Chair to ensure all sponsors have access to all supplies, assist with set up if necessary.

Job Responsibilities

- Act as host to all guests, specific attention paid to sponsors and Top Teams
- Oversee and assist with set up of all Top Team Tents
- Prior to event, work with Sponsorship Chair to acquire in-kind donations to be used as incentives at Top Team Tents
- If necessary, assist sponsors with booth set up
- Hang all sponsor banners prior to sponsors’ arrival
- Thank and recognize all sponsors and Top Teams at event and in post-event follow up



Walk MS Committee Registration Chair

Registration Chair Job Description:

Plans and organizes efficient day of event registration, and recruits and trains volunteers.

Job Responsibilities

- Assist in registration tent set up & provide detailed instructions to volunteers
- With Team Recruitment/Development Chair, coordinate pre-event pledge drop off event and recruit volunteers to assist
- Oversee participant check in and pledge collection the day of the event
- Recruit and give clear direction to Walk MS registration volunteers
- Oversee t-shirt distribution at Walk MS



Walk MS Committee Volunteer Coordinator

Volunteer Coordinator Job Description:

With staff and Committee, recruits and trains Walk MS volunteers and oversees day of event communication and supervision of volunteers.

Job Responsibilities

- Recruit general day of event volunteers
- Recruit volunteer groups for pre-event set up and post event clean up
- Ensure all necessary areas have back up volunteers in place
- Oversee volunteer check-in the day of the event
- Provide leadership and instruction to all volunteers – including written description for each volunteer position
- Coordinate a volunteer training meeting prior to the Walk to ensure everyone has an assignment and a clear understanding of their day of event responsibilities
- Secure all food and beverage needs for volunteers



Walk MS Committee Logistics Chair

Logistics Chair Job Description:

With staff and committee, plans and constructs Walk MS Wall of Hope, plans route and layout and assigns volunteers to mark route. Works with staff and volunteers to make sure breakfast area is set up and ready for participants.

Job Responsibilities

- Assist in start/finish line layout including stage, tables, tents, etc.
- Ensure route is properly marked and clear from obstruction
- Train Rest Stop volunteers and ensure they are on time and prepared
- Assist chapter staff in securing food donations and delivery
- Coordinate breakfast set up, delivery and volunteer help
- Design and assemble Wall of Hope
- Secure and assemble balloon arch (if necessary)
- Ensure restrooms are accessible and operating
- Recruit event entertainment



Walk MS Committee Entertainment Chair

Entertainment Chair Job Description:

With staff support, entertainment and activities for day of event. Assist in developing scripts and announcement timelines.

Job Responsibilities

- Work with staff to secure DJ as well as additional entertainment and activities
- Assist in script development for opening program including script for guest emcee
- Develop announcement timeline for DJ, assist with announcements when necessary
- Act as host for guest emcee.



Walk MS Committee Mission Chair

Mission Chair Job Description:

Responsible for ensuring Society's mission is relayed to all Walk MS participants.

Mission Chair Job Responsibilities

- With staff assistance, brainstorm ways to incorporate Society's mission into all aspects of Walk MS
- Utilize and enhance existing activities (i.e. Wall of Hope, stickers for number of years walked, I'm walking for...)
- Responsible for training volunteers to work the crowd for Action Alert sign ups and additions to mailing lists
- Incorporate ways to recognize clients as well as caregivers



Walk MS Committee Food & Beverage Chair

Food & Beverage Chair Job Description:

With assistance from staff and committee, secure in-kind donations of food and beverages for Walk MS.

Food & Beverage Chair Job Responsibilities

- Mine committee contacts for potential in-kind food & beverage donors
- Secure food & beverage items for walk participants
- Secure food & beverage items for walk volunteers
- Follow up with donors with hand written thank you note
- Train volunteers to clean up breakfast area and restock when necessary
- Ensure all in-kind donors receive recognition; work with staff to ensure logos are received in timely manner