

## Friends of Baby Loss NZ Volunteer Position Description



**Position Description for:** Members events coordinator.

**Responsible to:** Baby Loss NZ Manager

### **Description of Position:**

Annually Baby Loss NZ hosts a minimum of four annual member events. This includes cocktail party, memorial service and balloon release during baby loss awareness week, children's Christmas party.

### **Volunteer's Responsibilities:**

- Follow event plans
- Communicate with the public relations volunteer for member's notification.
- Work to a given budget
- Organize other volunteers
- Organize VIPs
- Source venues

### **Outcomes/Goals:**

Members feel informed and welcomed to the events, well attended events. With public awareness and coverage as necessary.

### **Training and Support Plan:**

Ongoing meetings with Baby Loss NZ manager.

### **Reporting:**

Final reports to be submitted to the committee following each event.

### **Time Commitment:**

Flexible depending on event calendar.

### **Qualifications Needed:**

Event management experience, well organized and confident. Can work independently and part of a team. Sales or relationship background. Good budget skills.