

**alzheimer's  association**  
**GREATER MICHIGAN CHAPTER**

**VOLUNTEER POSITION DESCRIPTION**

*All volunteer positions support our agency's overall mission and goals. The Greater Michigan Chapter's mission statement is to enhance the quality of living of all persons affected by Alzheimer's disease and other dementia related disorders by providing leadership, programs/services, advocacy and research support.*

**PROGRAM NAME: Public Policy**

**GOAL OF PROGRAM:**

**To influence legislation, public opinion and attitudes about concerns and needs of individuals with Alzheimer's disease and their families.**

**Public policy is one of the most effective tools there is to change laws, regulations and spending priorities. Public policy moves concerns for individuals with Alzheimer's disease and their families to the state and national spotlight. This public awareness helps the lives of those individuals affected with Alzheimer's disease and other related dementias and their families.**

**VOLUNTEER POSITION DESCRIPTION:**

**There are 2 main positions within the Public Policy Department.**

**Public Policy Advocate** Responds to Chapter's public policy initiatives by contacting public officials by telephone, e-mail, face-to-face or fax. Involvement may include attendance and provision of testimony at public hearings, public official's events such as luncheons, breakfasts and town meetings. In addition, they may attend Legislative day in Lansing, assist staff with public policy educational displays at chapter events and assist GMC staff in their administration of public policy efforts.

**Public Policy Administrative Assistant** Attend monthly advocacy meetings with staff and participate in bi-monthly public policy meetings (Regions only). Assist with coordinating events involving advocates and assist four or five hours per week working with Kintera database, working on mailings, contacting advocates and other tasks deemed necessary.

**SUPERVISOR: Appropriate Staff**

**DESIRED QUALIFICATIONS/SKILLS OF VOLUNTEER:**

- 1. Ability to work effectively with all types of individuals.**
- 2. Professionalism**
- 3. Team Player**
- 4. Dependable**
- 5. Ability to commit the required amount of time for position.**

**POSITION RESPONSIBILITIES**

- 1. Training required for positions will vary.**