

ALZHEIMER'S ASSOCIATION
VOLUNTEER POSITION: *SPEAKER'S BUREAU REPRESENTATIVE*

HOURS:

Hours vary

WORKS WITH:

Director or Programs and Education

REQUIREMENTS:

Knowledge of Alzheimer's disease and issues associated with it (i.e. care-giving, behaviors, *Safe Return* program) and/or a willingness to learn; public speaking experience; dependability; ability to travel to speaking engagement

GENERAL SUMMARY:

Speakers Bureau representatives will promote awareness of Alzheimer's disease and the Alzheimer's Association to the general public and to professionals. Representatives will also inform and educate the audience on specific topics of concern.

PRINCIPAL RESPONSIBILITIES:

- Attend initial training session and continuing education sessions as scheduled
- Using the script prepared by the Chapter, make a presentation to the audience
- Gather appropriate brochures, videos, and/or other educational materials from the Chapter or Regional office for display or for distribution to the audience
- Facilitate the usage of evaluation forms by the audience and return completed forms to the office
- Notify the office immediately if it becomes impossible to keep a speaking engagement
- Within one week of making a presentation, forward the *Speaker Follow-Up Form* to the Chapter or Regional office for record-keeping purposes and return extra educational materials to the office
- Comply with the Chapter's *Confidentiality* and *Conflict of Interest* policies and procedures

TRAINING (3 HOURS):

Basic orientation and training on the following topics: overview of Alzheimer's disease; research updates; and public relations communications.