

VOLUNTEERS NEEDED

Over the past 20 years, the Ottawa Heart Institute Alumni has been informing its members on the advancements within the Institute and the treatment as well as prevention of heart disease. Thanks to the generosity of the Alumni members over \$ 3,000,000 of worthy projects and services have been funded for the Heart Institute. We have a Board of nine volunteer Directors and operate an office with another nine dedicated individuals. As we expand our services and programs we are in need of volunteers in the following areas:

Reporters for *The Bulletin* (2 volunteers)

The Bulletin is published twice a year (Spring and Fall) and is mailed to all our members as well as posted on our website. Reporters, with a flair for writing, are needed to interview identified medical and other practitioners and write the related articles. This offers an excellent way to get to know more about the Heart Institute by investing about 6-10 hours over a two month period twice a year.

Communications Committee Members (2 volunteers)

Have you had experience in communications and public relations? Our Outreach Program requires volunteers to assist in raising awareness about the Alumni through community newspapers within and outside Ottawa. Assist in developing communications pieces, letters, and announcements and deal with the representatives of the media in co-ordination with the VP Communications for the Heart Institute. Level of effort is about 5-7 hours a month.

Bookkeepers (2 volunteers)

Help maintain our books and support our Secretary-Treasurer. Familiarity with Excel (spreadsheet) required to assemble the Balance Sheet, Income and Expense Statement, and Project Funding schedule for cash management purposes. Previous accounting experience required and *ideally one* of the candidates should possess an accounting designation. Level of effort is about 5-7 hours a month.

Note: The above positions require some presence in the Alumni Office located in the UOHI (40 Ruskin Street, Ottawa) and considerable portions of the work can be performed from home. The volunteers must have access to a computer and be familiar with e-mail, word processing and in some cases spreadsheet applications.

Filing Help

We need two volunteers to help update our filing system and files. Level of effort is one to two days a month for the next six months. The work is to be performed in the Alumni Office at 40 Ruskin Street, Ottawa.

Data Entry

Use one of the most advanced computerized membership system to maintain our member records. Training will be provided. The work must take place in the Foundation Office on the Civic Campus. Each session is typically 4 hours and every effort will be made to schedule them at mutually convenient times.

You will find these positions an ideal way to “give back” to the Heart Institute, work with other dedicated volunteers to advance the aims of the Heart Institute Alumni, and gain personal satisfaction.

Please note: In all cases, when the volunteer is required to be on site, parking will be paid.

If you are interested in any of these volunteer opportunities, kindly contact:

Margaret Lilly, Chief Administrative Officer
Phone: (613) 761-4370
e-mail: mlilly@ottawaheart.ca
Mail: 40 Ruskin Street, Ottawa ON, K1Y 4W7