



Hospice of Santa Cruz County Volunteer Program

Speakers Bureau Member Job Description

A Speakers Bureau Volunteer Speaker provides heartfelt, enthusiastic, professional-level representation of Hospice of Santa Cruz County (HSCC) at speaking engagements and public events throughout the community. The Speakers Bureau Member acts as an “ambassador” for HSCC, responding to all opportunities to increase individual and community awareness of and support for Hospice services.

Volunteer Commitment

1. Completion of comprehensive training provided by Hospice of Santa Cruz County
2. Minimum one year commitment commencing from completion of training
3. Represent the agency at a minimum of 4 events per year
4. Generate at least 2 speaking engagements for the Speakers Bureau, drawing from their own circle of contacts. They may deliver these presentations or pass the opportunity to another speaker, depending on preference and scheduling
5. Attend support/update meetings as determined by the group (not more than quarterly) per year
6. Follow through on assignments agreed upon with the HSCC Education and Outreach Coordinator
7. maintain absolute confidentiality regarding any names or information about hospice clients
8. Direct all money and gifts from speaking engagements to HSCC via donation envelopes either mailed or hand delivered to the Education and Outreach Coordinator
9. Completion of paperwork for personnel file
10. Completion of Hospice of Santa Cruz County competencies

Hospice of Santa Cruz County agrees to provide Speakers Bureau Members with:

1. Initial guidance and training regarding presentations to the public as well as support and up-date meetings as needed
2. Accurate and comprehensive information regarding speaking assignments
3. On-going support, supervision, and availability to answer questions
4. Clarity about the role and responsibilities of a Speakers Bureau Volunteer

Agency Expectations

1. Understanding and knowledge of Hospice of Santa Cruz County, including
 - a. Philosophy and mission statement
 - b. Services and programs
 - c. Policies regarding
 - i. Boundaries
 - ii. HIPPA - client privacy
 - iii. client confidentiality
 - iv. abuse reporting procedures
 - v. court and/or recovery ordered clients

Contact Julie Boudreau, Education and Outreach Coordinator, to further explore your interest in being part of our Speakers Bureau.

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(831) 430-3078