

EVENT COMMITTEE VOLUNTEER



General Information:

Type:	Volunteer
Requirement:	minimum 21 years of age
Term:	A one (1) year commitment is asked for as a minimum
Reports to:	Committee Chair
Description:	Plan and produce specific events held throughout the Region of Durham.
Comments:	Current Event Committee opportunities include: Golf Tournaments, Galas, Awards Ceremonies, Seasonal events, and other special events

Performance Requirements:

Attendance:	Regular attendance at Committee Meetings is expected.
Effort:	You are expected to stay informed, ask questions, and participate in discussion, decision-making, and implementation of committee activities.

Specific Job Duties:

- Attend Committee meetings and actively participate.
- Accept assignments and tasks that ensure the committee's objectives are met.
- Gather/share information about potential donors, guests, sponsors, and build the list through personal and professional networks.
- Assess current attendee and sponsor lists and identify gaps in various networks.
- Create an ongoing list of attendee and sponsor prospects that fit the previously identified gaps.
- Support the organization to achieve the fundraising goals by securing corporate sponsorships and in-kind donations for the silent/live auction.
- Invites individuals and prospects to attend.
- Attend events and help by welcoming and networking with guests.
- Additional duties may be requested by the Committee Chair.

Time Commitment

Committee Meetings:	Committees meet as needed for a period of 3-6 months (depending on the event) in advance of event dates. Meetings should last 60-90 minutes.
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Additional Time Commitments: The additional time commitments for this position are spent carrying out the tasks and responsibilities of the committee and working on the event itself, including the set-up and clean-up needs of the event.