

Volunteer Position Description: Sip N Style Event Committee

Do you want give back while gaining invaluable human resources, management, and event planning experience? Epilepsy Ottawa is looking for enthusiastic Event Committee members to help plan our signature Sip N Style reception this fall. Committee Members will make a 5 month commitment (from June through October, 2017) and can expect to dedicate approximately 6 hours/month to the project, with a possibility of about 8-10 hours during the final month before the event takes place on October 19, 2017.

If you are interested in joining this committee and helping to support the thousands of people living with epilepsy in Ottawa and the surrounding areas, send your CV to info@epilepsyottawa.ca with a note about which of the following roles interest you and why you think you're suited to the position(s).

The Event Committee includes of the following roles:

Event Chairperson

Responsibilities:

- Provide leadership for the entire event planning process, orchestrate the overall production, and provide guidance to volunteers as needed
- Take the lead on event evaluation
- All committee members will share the responsibility of ticket sales and securing silent auction donations.

Desired Skills/Traits:

- Organized, self-directed, logical, calm under stress
- Natural leader who works well with a team

Marketing and Promotions Coordinator

Responsibilities:

- Oversee all marketing aspects of the event
- Provide guidance to summer students regarding design of signage, brochures, tickets, etc.
- Support summer students and work placement students in planning and coordination of press releases, execution of media outreach initiatives, etc.
- Create/maintain master media contacts resource
- Coordinate post-event responsibilities (thanks, etc.)
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Creative
- Excellent verbal and written communication

Ticket Sales Coordinator

Responsibilities:

- Develop a sales strategy (in collaboration with other committee members)
- Organize ticket sales (maintaining a contact list/database, researching potential opportunities for ticket sales, etc)
- Set sales goals and motivate other committee members and volunteers to meet them
- Track ticket sales
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Excellent networking skills (bonus: has connections within the community)
- Initiates sales (able to recognize the potential for sales in any situation and does not hesitate to pursue it)
- Excellent verbal communication
- Greater understanding of ticket sales, donor attendance, and the implications regarding overall outcome of the event

Finance Coordinator

Responsibilities:

- Manage and record/track incoming/outgoing funds
- Implement effective fiscal controls to assist in the decreasing of expenses and increase in revenue
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Thorough comprehension of bookkeeping practices

Sponsorship Coordinator

Responsibilities:

- Determine sponsor-able elements of the event
- Manage plans for solicitations of individual and corporate sponsors, including ensuring sponsors receive all benefits as outlined in agreements as well as recognition for their contributions (prior to, during, and after the event)
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Excellent networking skills (bonus: has connections within the community)
- Excellent verbal and written communication
- Perseverance, follow-through

Production Coordinator

Responsibilities:

- Directs and monitors the setup, production, and takedown (cleanup) of the event
- Responsible for all operational matters day-of (e.g. catering, décor, entertainment, guest speakers, etc.) coordinating assistance with work placement students beforehand
- Up-to-date understanding of event operation requirements/by-laws
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Self-directed, very well organized
- Creativity
- Able to multitask/thrive in a fast-paced environment
- Positivity
- Natural leader who works well with a team

Procurement Coordinator

Responsibilities:

- Determine the types of items are most likely to attract donors for the silent auction
- Coordinate all aspects of silent auction (secure donations/sponsorships, comprehensive auction items list, prepare summary of yield for finance committee)
- Coordinate and motivate other committee members and volunteers in securing donations
- All committee members will share the responsibility of ticket sales and securing silent auction donations and sponsors

Desired Skills/Traits:

- Creative
- Excellent networking skills (bonus: has connections within the community)
- Motivated, constantly seeking opportunities to inspire and help other team members grow