



**Cancer Assistance Program (CAP)
Volunteer Position Description**

Position	Event Planning Committee Member
Role	<p>Event Planning Committee Members assist with planning and preparing for a scheduled event and, on the day of the event, provide on-site leadership to ensure smooth delivery in keeping with the established plan. Committee members work as a cohesive team, meeting approximately once monthly leading up to the event in question and take on position-specific duties between meetings.</p> <p>Annual events include, but are not necessarily limited to the:</p> <ul style="list-style-type: none"> ✓ Cancer Ten Pin Bowl ✓ Golf Classic ✓ Gala ✓ Holiday Bazaar
Tasks	<p>Terms of Reference exist for all event committees, within which the event-specific tasks are detailed. Generally, tasks for which Event Planning Committee Members are responsible include:</p> <ul style="list-style-type: none"> • attendance at scheduled committee meetings • ensuring that all pre-event, day-of event and post event duties are complete as outlined in relevant Terms of Reference • taking part in the post-event debrief, during which event successes, challenges and opportunities for improvement are discussed • being familiar with the organization, the event and the way in which proceeds from the event will be used to further the organization's mandate <p>Tasks may also include, but are not necessarily limited to, such things as:</p> <ul style="list-style-type: none"> • helping to promote the event • helping to recruit participants/attendees for the event • soliciting in-kind donations and sponsorships • supporting the set-up and take-down of the event

Time Commitment	<p>Terms of Reference exist for all event committees, within which the event-specific time commitment is detailed. Generally, time commitment for Event Planning Committee Members includes:</p> <ul style="list-style-type: none"> • attendance at scheduled committee meetings, typically scheduled once monthly and, depending on the event, starting to meet anywhere from four months to eight months prior to the event • event specific tasks between meetings, as assigned by the committee, (e.g., solicitation of gifts in kind, event promotion, etc.) • participation in the post-event debrief, typically scheduled to take place within one month following the event
Requirements	<ul style="list-style-type: none"> • excellent leadership skills • excellent organizational skills • excellent communication and listening skills • ability to work as a team and share ideas and also work independently on tasks assigned outside of scheduled meetings • enthusiasm for event planning • experience with fundraising or soliciting gifts-in-kind (e.g., auction items or prizes) and/or comfort in doing so • ability to attend at least once monthly meetings, typically scheduled for evening hours • event planning experience is an asset but is not mandatory • having a large social network that can be engaged as potential event attendees/participants, donors or sponsors is an asset but is not mandatory
Initial Screening	<ul style="list-style-type: none"> • participation in a position-specific interview with the Executive Director and/or Event Committee Chairperson • provision of at least one character reference
Orientation	<p>Mandatory orientation to the organization and event. Review of the Committee Terms of Reference prior to joining the committee.</p>
Supervision	<p>Event Planning Committee Members report directly to the Event Committee Chairperson.</p> <p>If concerns exist specific to the event, planning for the same or the Committee Chairperson, the Committee Member is encouraged to speak directly with the Chairperson. If the Committee Member's concerns are not resolved, he/she is should address these concerns with the Executive Director. If the Committee Member's concerns are not resolved by speaking with the Executive Director, the Committee Member should address his/her concerns with the Board President.</p>

<p>Working Conditions</p>	<p>Committee meetings will typically take place at the CAP house located at 569 Concession Street. On occasion and, if convenient for and agreed to by the committee membership, meetings may take place at the home of a committee member.</p> <p>During event set-up, delivery and take-down, some lifting and moving of items may be required. This is optional based on ability.</p> <p style="text-align: center;">***CAP is a scent-free environment***</p>
<p>Benefits</p>	<p>Rewards</p> <ul style="list-style-type: none"> • no cost for the volunteer to participate in the event • knowing that as a result of the funds raised, you are breaking down barriers and facilitating access to much needed supports for individuals impacted by cancer • meeting and volunteering alongside an incredible group of compassionate men and women