



Volunteer Opportunity Title: Gala; Committee Chair

Organizational Impact:

- Contributes to the success of the Chapter's largest fundraiser

Position Summary:

Oversee all aspects of planning and delivering the Gala event.

Responsibilities and Duties:

- Ensure full roster of volunteers for Committee
- Organize & chair all planning meetings
- Support the work of all Subcommittees
- Facilitate discussion of Gala theme & components of Gala evening
- Coordinate compilation and monitor Gala budget
- Facilitate full participation in meetings
- Assist night of Gala, as required
- Formally recognize all who contributed to Gala's success
- Oversee evaluation of Gala experience and incorporate feedback into Gala processes
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates

Preferred Skills / qualifications / experience: Ability to work collaboratively, Time management skills, Communication skills, Motivational skills

Skills Gained: Event planning, Strategic thinking, Team work, Problem solving, Working within a budget, Leadership skills

Training / Support: Chapter Executive Director, Gala Committee

Additional Checks: None

Time Commitment: Monthly Committee Meetings - Sept to March, Independent Work - Sept to April, Gala Attendance

Start / End Dates: September to April

Start / End Time: Monthly Meetings: Weeknight 6:30-8:30 pm, Independent Work: 1-3 hour/month, Gala Attendance: Friday evening, 5:30-10:00 pm

Number of Positions: 1

Opportunity Location: Monthly Meetings: Chapter Office, Wpg, Independent Work: Offsite, email, phone



Canadian Hemophilia Society Manitoba Chapter



How to Apply: Please submit a volunteer application

Contact Name: Christine Keilback

Title/Role in Program: Executive Director CHS-MC

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