



**Volunteer Opportunity Title:** Gala; Decorations Subcommittee

**Organizational Impact:**

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

**Position Summary:**

Oversee and organize the creation of all decorations required for the event space

**Responsibilities and Duties:**

- Based on Gala theme, identify decoration needs, e.g. table centerpieces, prize tables
- Create window display at Chapter office
- Purchase, create, or rent all decor items for event space
- Prepare and monitor Decorations budget
- Day of Gala, organize and transport all decorations, accessories, tools to venue
- Night of Gala, assist in dismantling decorations
- Arrange storage of any purchased items
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

**Preferred Skills / qualifications / experience:** Sense of design, art, flower arranging, Creativity, Eye for detail, Ability to work collaboratively, Time management skills, Communication skills

**Skills Gained:** Event planning, Strategic thinking, Team work, Problem solving, working within a budget

**Training / Support:** Gala Committee & Chair

**Additional Checks:** None

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

**Start / End Dates:** September to March

**Start / End Time:** Monthly Meetings: Weeknight 6:30-8:30 pm, Independent Work: 1 hour/month (if making centerpieces, Jan-Mar 3 hours/month), Gala Attendance: Friday morning 4 hours; evening, 5:30-10:00 pm

**Number of Positions:** 3

**Opportunity Location:** Monthly Meetings: Chapter Office, 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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