



Volunteer Opportunity Title: Gala; Chefs/Hotel/Liquor Subcommittee

Organizational Impact:

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

Position Summary: Oversee the culinary aspects of the Gala, i.e. Guest Chefs, Menu, Liquor, Venue

Responsibilities and Duties:

- Recruit Guest Chefs, provide orientation, set menu and obtain promotional information
- Liaise with wholesale food supplier
- Liaise with Manitoba Liquor & Lotteries; Liquor Reps
- Liase with hotel venue; finalize contract
- Ensure sufficient volunteers to assist Guest Chefs
- Prepare MC for evening duties
- Coordinate pick-up and delivery of food orders to Chefs
- Formally recognize partners who contributed to Gala's success
- Prepare and monitor Food budget
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

Preferred Skills / qualifications / experience: Attention to detail, Ability to work collaboratively, Time management skill, -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: 1-3 hr/mo, Gala Attendance: Friday evening, 5:30-10:00 pm

Number of Positions: 3 (Food/Chefs, Liquor, Venue)

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

Address: 944 Portage Ave. Winnipeg, MB R3G 0R1

Tel: 204.775.8625

E-mail: info@hemophiliamb.ca