



Volunteer Opportunity Title: Gala; Materials Subcommittee

Organizational Impact:

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

Position Summary: Oversee the development & preparation of all images & print materials required for the Gala

Responsibilities and Duties:

- Coordinate with Artist/Designer in developing art concepts & images needed in line with Gala theme
- Develop text required for Save the Date Mailers, Tickets, Flyers, Window Sign, Evening Program booklet
- Select and coordinate with Printer to complete printing requirements
- Prepare & monitor Materials budget
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

Preferred Skills / qualifications / experience: Graphic design familiarity, Attention to 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: Use of previous event templates and materials, 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: Oct, Nov, Feb. 2 hours/month, Gala Attendance: Friday evening, 5:30-10:00 pm

Number of Positions: 2

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

How to Apply: Please submit a volunteer application

Contact Name: Christine Keilback



Canadian Hemophilia Society Manitoba Chapter



Title/Role in Program: Executive Director CHS-MC

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