



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

**Organizational Impact:**

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

**Position Summary:** Oversee and organize the collection of prizes for the Gala, e.g. Silent Auction, Player's Choice

**Responsibilities and Duties:**

- Identify and reach out to existing and potential new prize donors
- Collect and document prizes
- Arrange prize storage
- Purchase sponsor prizes
- Purchase draw tickets & supplies required for Gala evening
- Purchase or collect supplies for prize displays
- Photograph prizes for promotions
- Group prizes and prepare associated signage in keeping with Gala theme
- Acknowledge and thank all prize donors
- Prepare and monitor Prize budget
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

**Preferred Skills / qualifications / experience:** Sales orientation, Organizational skills, Attention to detail, Valid Driver's License, Ability to pick up prizes from a variety of sources, 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: 4 hours/month, Gala Attendance: Friday morning 4 hours; evening, 5:30-10:30 pm



# Canadian Hemophilia Society Manitoba Chapter



**Number of Positions:** 4

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

**How to Apply:** Please submit a volunteer application

**Contact Name:** Christine Keilback

**Title/Role in Program:** Executive Director CHS-MC

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