



Volunteer Opportunity Title: Gala; Website Subcommittee

Organizational Impact:

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

Position Summary: Oversee all aspects of preparing and maintaining the Gala website pre and post event

Responsibilities and Duties:

- Prepare ticket registration for upcoming event
- Prepare home page with event information
- Maintain Chef Bios, Gala Gossip, Sponsorship Opportunities and History Section
- Post menu when ready
- Post event, post event photos
- Promote Gala to family, friends, and other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

Preferred Skills / qualifications / experience: WordPress experience, Social Media experience, Ability to work collaboratively, Time management skills, Communication skills

Skills Gained: Event planning, Strategic thinking, Team work, Social media experience, WordPress experience, Marketing experience

Training / Support: Chapter Executive Director, Gala Committee & Chair

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: 1-3hr/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

Title/Role in Program: Executive Director



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