

Stollery Women's Network Volunteer Position Description: Events Sub-Committee Member

The Stollery Women's Network (SWN) is a diverse group of supporters from backyards across Alberta, united in action with the Stollery Children's Hospital Foundation (the Foundation) to give all kids the best chance to live a long and healthy life.

Purpose of position

Reporting to the SWN events sub-committee lead, members are responsible for contributing to the Network's annual fundraising goal by:

- Planning, executing, securing sponsorship and promoting community events
 - Application forms for all community events are required. The form must be completed and submitted via the Foundation website: <https://www.stollerykids.com/ways-to-give/community-event.aspx>
- Encouraging others to hold community events in support of the Stollery Women's Network
- Supporting Foundation managed events by promoting participation and ticket sales to new and existing demographics to enhance attendee diversity

Responsibilities and duties

- Participate in the planning and execution of SWN community initiated/organized events. Tasks may include:
 - Securing event sponsorship
 - Securing venue, catering and A/V Tech
 - Event set-up and take-down
 - Securing silent auction items
 - Running registration
 - Misc. tasks as needed
- Assist in promoting SWN events, engagement and volunteer opportunities as needed
- Attend SWN Foundation managed and community events (e.g. Education Nights)

Qualifications

- Passion for advancing specialized children's physical and mental health care
- Experience in event coordination is considered an asset
- Excellent written and verbal communication skills
- Ability to work with a wide variety of personalities and situations
- Excellent interpersonal skills; open, approachable, tactful and politically sensitive

Expected commitment

- Attend and participate in SWN orientation session (**June/July**)
- Attend SWN bi-annual meetings (**March**, overview of the year and key message training and early **October**, six-month check-in on annual plan progress)
- Attend event sub-committee meetings as scheduled by event lead (in person or via video/phone)

- Engage in and promote SWN social media platforms
- Attend and promote SWN events, and promote Foundation events and programs
- Term commitment: two years with possible one year extension

*Terms are subject to revision in the event that deliverables and/or commitments are not fulfilled

Relationships & Interdependencies

- SWN events lead – reports directly to this position; work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging
- SWN program director – work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging
- Sub-committee members – collaborate to fulfill Network priorities, ensure consistency in messaging
- Network - build and maintain relationships

Requirements

- Interview with SWN program director and two Advisory members
- Up-to-date background check
- Age 18 and over

Training

- On-boarding process includes an orientation to the Network with the SWN program director and chair, hospital tour and volunteer opportunity at an upcoming event or breakfast/giving comfort program shift (when available)