

AIDS Calgary Mardi Gras Event – Prizing & Small Gifts Sub-Committee

Supervisor: Executive Committee

Level: Committee members are ranked as a **Tier 2 position**. (see brochure for details on tiers)

Position Description: The AIDS Calgary Mardi Gras 2012 Prizing and Small Gifts Sub-Committee will include 2 people who will work with the Executive Committee to make requests for donations of prizes and incentives for parade and event participants and guests during the first annual AIDS Calgary Mardi Gras Event, to be held on February 18, 2012.

Objective: In its inaugural year, the AIDS Calgary Mardi Gras Event will be a special event to raise funds and promote the work of AIDS Calgary to the community. Funds raised from the event contribute to providing services to people living with or affected by HIV/AIDS in Calgary, Bow Valley and Medicine Hat, as well as support HIV/AIDS prevention and education initiatives within these communities.

Time Commitment:

- The committee will be active between September 2011 and February 2012
- Each volunteer will attend approximately two meetings per month and have regular assigned independent work
- Each volunteer must be available on event weekend (Feb 17 and 18/12) and attend a final wrap-up event in mid-March

Responsibilities:

- Work with the Executive Committee to make gift-in-kind requests for prizes, incentives, food/beverages and other supplies needed to execute the event
- Assist in collecting prizes from donors prior to the event and delivering them to AIDS Calgary
- Maintain and report detailed records of prize donors for future events and so they can be thanked appropriately for their contributions
- Assist in organizing prizes and prizing categories for event day
- Submit a final report detailing the work done by the Prizing and Small Gifts Sub-Committee
- Attend all meetings, complete independent work as assigned and track volunteer hours contributed
- Support all committee members and assist with other committee tasks as assigned
- Communicate as requested with all committee members
- Attend Mardi Gras sub-committee wrap up event
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Excellent communication skills, especially through email, social media and phone
- Friendly, professional and comfortable in asking for donations and making "cold calls"
- Connection to possible donors is an asset
- Creative thinking and excellent organization skills
- Must be able to work independently and within a group setting, and follow up with deadlines
- Previous participation at a gala event, event management, fundraising or committee experience is an asset

Training:

- Orientation to volunteer program and committee expectations
- At the first meeting AIDS Calgary staff will give an introduction to the objective of the Mardi Gras Event
- Completion of Core Training

Benefits:

- Volunteer hours and participation will be tracked and can be provided by the Coordinator of Volunteer Engagement for various purposes required by the volunteer, such as post-secondary applications or work references (after completion of 30 volunteer hours)
- Develop skills such as planning and leadership
- Invitation to AIDS Calgary volunteer appreciation events
- Opportunity to support People Living with HIV/AIDS
- Increase understanding of HIV/AIDS in your community
- Meet new friends, build relationships in the community, take part in an exciting event

Application Requirements:

- Submit a volunteer application
- Interview with Coordinator of Volunteer Engagement and Event Coordinator
- Read and sign a Volunteer Contract and Oath of Confidentiality

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website:

<http://www.aidscalgary.org/getinvolved/volunteer/volunteerapplication.cfm>