

AIDS Calgary Mardi Gras Event – Bar and Pub 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 Event - Bar and Pub Sub-Committee will include 6 people who will be responsible for engaging local pubs and bars to host Mardi Gras events and fundraisers in support of AIDS Calgary during event weekend, February 17th and 18th, 2012. Committee members will develop a promotional plan and act as a liaison to support the participating bars and pubs.

Objective: AIDS Calgary Mardi Gras 2012 will be a special event to raise funds and promote the work of AIDS Calgary to the community. Local bars and pubs will host Mardi Gras events to support the agency with fundraising as well as safer sex education and awareness. The distribution of safer sex supplies contributes to AIDS Calgary's mission of reducing the harm associated with HIV for all individuals and communities in the Calgary, Bow Valley and Medicine Hat regions. 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 August 2011 and February 2012
- Each volunteer will attend approximately one committee meeting per month and have regular assigned independent work
- Volunteers must be available to visit bars and pubs in person on a weekly/bi-weekly basis to discuss event and request participation
- Each volunteer must be available on event weekend (Feb 17 and 18/12) and attend a final wrap-up event in mid-March

Responsibilities:

- Connect with local bars to request and secure participation in support of AIDS Calgary Mardi Gras Event
- Assist the Executive Committee in developing participation and fundraising ideas for bars and pubs
- Develop ideas to engage bar patrons and the Calgary community leading up to event weekend
- Work with the Marketing and Communications Committee for specific promotional needs
- Act as a liaison and support for participating bars and pubs
- Maintain and report detailed records of bar and pub contact for future events and so they can be thanked appropriately for their participation
- Submit a final report detailing the work done by the Bar and Pub Sub-Committee
- Attend all meetings, complete independent work as assigned and track volunteer hours contributed
- Support all committee members and complete other tasks as assigned
- Communicate as requested with other Mardi Gras event committees and the Event Coordinator
- Attend Mardi Gras 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 in person, as well as through e-mail and phone
- Friendly, outgoing and personable
- Professional and comfortable setting up and attending meetings with bar and pub staff/Management
- Comfortable in a bar or pub environment
- Ability to follow plans and direction carefully
- Creative thinking, detail oriented and excellent organization skills
- Strong ability to problem solve
- Must be able to work independently and within a group setting, and follow up with deadlines
- Previous participation in 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 the 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>