

AIDS Calgary Mardi Gras Event – Décor and Logistics 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 Décor and Logistics Sub-Committee will include 2 people who will be responsible for assisting with the creation and execution of a plan for the visual and logistical design and set up of the first annual AIDS Calgary Mardi Gras Gala, 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:

- Assist the Executive Committee with the creation of a visual theme for the event
- Assist with the creation and execution of an easy to navigate and visually appealing site plan for the venue
- Hang bridge deck banners in select areas
- Secure decorations and all décor materials for the event
- Support the Executive Committee with the set up and tear down of the venue
- Assist with the organization and delivery of supplies to and from the venue
- Maintain and report detailed records of decorations, contacts etc. for future events and so donors can be thanked appropriately for their contributions
- Submit a final report detailing the work done by the Décor and Logistics 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 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 through email, social media and phone
- Ability to follow plans and direction carefully
- Friendly, professional and comfortable in asking for donations or discounts and making "cold calls"
- 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 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 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>