

**YWCA Women of Distinction Awards
Planning Committee Position Descriptions**



Location	YWCA Edmonton
Position Title	YWCA Women of Distinction Awards Dinner Sub-Committee Chair <i>(Note: Ideally, leader or co-leader of this sub-committee is a representative from the host facility and will play an active role on this sub-committee)</i>
Purpose	To recognize women's achievements and contributions To increase YWCA visibility to the community To generate revenue for the YWCA
Committee Expectations	<ul style="list-style-type: none"> • Attend all regular Planning Committee meetings and submit regular progress reports • Communicate fully with other committee members to ensure accurate and timely information • Respect committee deadlines for production of all aspects of event • Attend Nominees Reception (early May) • Assist with set up on day of Awards Gala if possible • Attend Awards Gala (early June) • Submit final report, and binder or file of information related to their area of responsibility • Enjoy well-deserved admiration after the event!
Key Responsibilities	<ul style="list-style-type: none"> • Negotiates contract with host facility for approval by Co-Chairs • Responsible for overseeing all arrangements with successful host facility and A/V contractor • Secure donations of wine for dinner and post-dinner celebration for Planning Committee (if applicable) • Develop and oversee all aspects of the event (hostesses, ticket tables and easels in lobby, entertainment, choreography, grace, meals, bars, tables for silent auction, entertainment, decorating, signage, emcees, stage program, etc.) • Secure donations for “party favours” on dinner tables, gifts for stage participants and entertainers • Secure flowers for table centrepieces and decoration of lobby, hall and stage • Make all arrangements for lighting, staging and audio-visual contractors • Meet with selected A/V contractor well ahead of event to review all info/items they will need • Work closely with Silent Auction sub-committee • Work with YWCA Communication Manager to obtain all signage and logos required for display throughout hall and/or Audio Visual presentation • Assist Planning Committee to develop seating plan for Awards Dinner

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	<ul style="list-style-type: none"> • Work closely with Co-Chairs WOD Administrative Assistant and the Hon. Lois E. Hole Award liaison re protocols with dignitaries are followed
Relationships	Work closely with the Communication/Marketing Sub-Committee Chair
Qualifications	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Organizational skills • Criminal background check
Training	Interview process and volunteer screening YWCA Women of Distinction Committee Orientation
Appointed by	YWCA Women of Distinction Co-Chairs
Reports to or Partners with	YWCA Women of Distinction Co-Chairs YWCA Women of Distinction Planning Committee Leads
Length of Appointment	2 year
Time Commitment	One meeting per month (October to February) Two meetings per month (March to May) Sub-committees meet as required