

**YWCA Women of Distinction
Planning Committee Position Description**



Location	YWCA Edmonton
Position Title	YWCA Women of Distinction Nominee Sub-Committee Chair
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"> • Solicit nominations from professional organizations, community associations, arts and other non-profit groups, individuals and corporations, past nominees, and wherever else possible • Obtain contact list from WOD Administrative Assistant or YWCA Volunteer Services Manager of all Nominees and their Nominators, references and supporters • Provide copy of list to Tickets sub-committee; provide mailing labels as required • Provide nomination and Nominee information to Media/Marketing sub-committee as required • Assist in reviewing nominations to ensure each woman has been nominated into the most appropriate category • If required, phone Nominators and Nominees when Nominees should be moved to another category, to obtain their consent to be placed in a different category • Assist WOD Administrative Assistant to edit and update Nominees' confirmation letter with information (i.e., booking photo session, booking hair and makeup session for photo session; Nominees' Reception and Awards Reception details of when to arrive, etc.) as well as Nominators' confirmation letter and invitation to Nominees' Reception. • Work with Tickets sub-committee to ensure all Nominees receive their complimentary (comp) ticket • Contact any Nominators who have not purchased tickets 3 weeks prior to

**YWCA Women of Distinction
Planning Committee Position Description**



	<p>Awards Gala; determine if any are not attending due to cost/circumstances; consult with Co-Chairs and ED regarding special allowance for discounted or sponsored tickets at this point</p> <ul style="list-style-type: none"> • Follow up with Nominees by phone to confirm attendance at Nominees' Reception and Awards Gala (letters will have been sent out by WOD Administrative Assistant); ensure they understand and receive one comp ticket • Contact all Nominators to confirm nomination accepted, ensure they understand that their Nominee will receive a comp ticket to dinner; ask if Nominator will be attending Awards Gala; encourage to arrange seats for Awards Gala well in advance • Bring any special circumstances regarding Nominees or Nominators to the attention of the SCC • Coordinate production (with WOD Administrative Assistant) of 2 name tags each for all Nominees (for Nominees' Reception and Awards Gala) • Write brief biography of every Nominee, based upon bio in nomination packages • Provide biographies to YWCA Communication Manager, • Arrange all aspects of Nominees' Reception (food and refreshments, entertainment, emcee(s), and speakers) • Liaise with WOD Administrative Assistant and YWCA staff to ensure invitations go to Nominees and Nominators. • WOD Administrative Assistant to send letter to all Nominees and Nominators regarding Reception. • Ensure invitations go to Award Patrons, sponsors, YWCA Board of Directors, and ED. • Ensure presence of Steering Committee members • Work with YWCA Communications Manager and Communications Sub-committee to obtain press coverage, invite media, etc. • Arrange area for photographer to take Nominees' photos at event • Assist with updating script with YWCA Communication Manager • Work with Treasurer to ensure event is within budget • WOD Administrative Assistant produces name tags for all in coordination with YWCA Communication/Fund Development Admin Asst • Liaise with YWCA Volunteer Services Manager re staffing for registration and ticket tables at event. • Ensure there are copies of Edmonton Sun's layout for Nominees at event
<p>Relationships</p>	<p>Works closely with the Communication/Marketing Sub-committee Chair</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Organizational skills • Criminal background check

**YWCA Women of Distinction
Planning Committee Position Description**



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