

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



<b>Location</b>	YWCA Edmonton
<b>Position Title</b>	YWCA Women of Distinction <b>Sponsorship/Fund Development Sub-Committee Chair</b>
<b>Purpose</b>	To recognize women's achievements and contributions To increase YWCA visibility to the community To generate revenue for the YWCA
<b>Committee Expectations</b>	<ul style="list-style-type: none"> <li>• Attend all regular Planning Committee meetings and submit regular progress reports</li> <li>• Communicate fully with other committee members to ensure accurate and timely information</li> <li>• Respect committee deadlines for production of all aspects of event</li> <li>• Attend Nominees Reception (early May)</li> <li>• Assist with set up on day of Awards Gala if possible</li> <li>• Attend Awards Gala (early June)</li> <li>• Submit final report, and binder or file of information related to their area of responsibility</li> <li>• Enjoy well-deserved admiration after the event!</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plays a pivotal role in event fundraising efforts</li> <li>• Sets sponsorship goals in consultation with the Chair of the Executive Committee</li> <li>• Identifies, recruits and secures sponsorships from corporate supporters as well as local businesses</li> <li>• Work closely with YWCA Fund Development Manager and Co-Chairs on Sponsorship and Fundraising. Involves drafting/producing letters, etc.</li> <li>• Oversee and coordinate any sub-committee member(s)</li> <li>• Ensure all promises made to Award Patrons as part of sponsorship agreement are met</li> <li>• Obtain YWCA Fund Development Manager and Co-Chair approval for level of recognition offered in return for contributions from Major Event Sponsors and other donors</li> <li>• Assist with seating plan for Awards Dinner</li> <li>• Follow up on letters sent to past "Award Patrons" and "Major Event Sponsors;" determine whether they will participate</li> <li>• Source new leads for Award Patrons and Event Sponsors (letters to be sent through YWCA Fund Development Manager)</li> <li>• Negotiate contributions of cash, goods and services excluding Silent Auction.</li> <li>• Act as liaison to Award Patrons and Major Event Sponsors: coordinate their involvement in promoting nominations and ticket sales; coordinate their presence at VIP/Nominee Reception and Awards Gala if appropriate.</li> <li>• Confer with Silent Auction Sub-committee regarding Patron/Sponsor auction</li> </ul>

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	<p>donations.</p> <ul style="list-style-type: none"> <li>• Obtain current logos and corporate biographies from sponsors and any donors who are in the printed program and forward them to YWCA Communication Manager.</li> <li>• Obtain names of Presenters on stage for Nominees' Reception and Awards Reception and give to Script Writer and whoever produces nametags for both events.</li> <li>• Enlists the help of committee members to accomplish these tasks as needed</li> </ul>
<b>Relationships</b>	Reports to the YWCA Fund Development Manager
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Organizational skills</li> <li>• Criminal background check</li> </ul>
<b>Training</b>	Interview process and volunteer screening YWCA Women of Distinction Committee Orientation
<b>Appointed by</b>	YWCA Women of Distinction Co-Chairs
<b>Reports to or Partners with</b>	YWCA Women of Distinction Co-Chairs YWCA Women of Distinction Planning Committee Leads
<b>Length of Appointment</b>	2 year
<b>Time Commitment</b>	One meeting per month (October to February) Two meetings per month (March to May) Sub-committees meet as required