

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



Location	YWCA Edmonton
Position Title	YWCA Women of Distinction Ticket Sales 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"> • Works with YWCA Communication Manager to draft ads for ticket sales (e.g., website ads) • Coordinate all aspects of ticket sales including tracking, accounting, reporting, etc. • Work closely with assigned YWCA Staff to control distribution of all tickets (sold and complimentary); ensure accurate records are maintained • YWCA Communication Manager obtains quotes for printing of tickets • Oversee marketing of tickets to individuals, businesses and corporations, Award Patrons and Sponsors, Nominators, Nominees' supporters and references, WOD alumni, past Nominees, YWCA supporters, dignitaries and the general public • <i>*If appropriate</i>, work cooperatively with Honorary Chair, who assists with promoting ticket sales • Provide accounting of ticket sales to YWCA Business Manager on a regular basis • Control distribution of complimentary tickets, obtaining lists from sub-committees and presenting to Co-Chairs for approval prior to distribution (e.g., nominees, VIPs, sponsors, etc.) • Ensure Co-Chairs, YWCA Communication Manager and Awards Dinner Sub-committee know of all VIPs attending (for scripting) • Assist Co-Chairs and YWCA Staff with seating plan for Awards Reception
Relationships	Reports to the YWCA Volunteer Services Manager

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	Works closely with the YWCA Business Manager
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