

## **VOLUNTEER JOB DESCRIPTION**

### **Position: GALA COMMITTEE MEMBER**

**Reports to:** Suzy Rudolph, Gala Coordinator

**Purpose:** Assist with the planning and implementation of the fall gala.

#### **Responsibilities:**

- Attend committee kick-off meeting.
- Attend committee meetings and be present at the gala.
- Select one or more Gala sub-committees to participate in:
  - Sponsorship recruitment
  - Silent auction procurement
  - Table/ticket sales
  - Program development and menu planning
- Help secure sponsors and review sponsorship lists and supplement with personal contacts.
- Personally sign invitations to friends and business contacts.
- Attend Gala and participate in the evaluation.
- Help recruit additional committee members.

#### **Skills Needed:**

- Event planning
- Corporate relations
- Ticket sales
- Auction item procurement
- Decorating
- Public relations and promotions