



Special Events Committee Member

Purpose: The Special Events Committee Volunteers will provide support in the planning and implementing of Special Events activities and events with the goal of raising the profile of the Wildlife Rehabilitation Society of Edmonton (WRSE) and developing fundraising opportunities.

Location: Meetings at WRSE Hospital in Edmonton and various locations for events

Responsibilities:

- 1) Attend monthly Committee meetings.
- 2) Help co-ordinate one annual Special Event.
- 3) Help establish a strategic plan for future events.
- 4) Assist with the tasks associated with Special Events (i.e. selling tickets, dropping off and picking up materials, advertising, etc.).

Personal Qualities: Dedicated individual who is committed towards a great cause.

Qualifications and Requirements:

- 1) Willing to gain an understanding of WRSE vision and programs
- 2) Proven organizational and leadership abilities
- 3) Strong problem-solving and teamwork skills
- 4) Ability to generate and implement Special Events strategies
- 5) Strong interpersonal and communication skills
- 6) Creativity

Training: Training and regular meetings with the Development and Communications Director to plan activities, monitor progress and provide data, background information and problem-solving support.

Reports to: Development and Communications Director

Benefits of Volunteering:

- 1) Networking opportunities
- 2) Personal satisfaction
- 3) Raising awareness and providing education

Time Commitment:

- 1) Monthly Meetings
- 2) Bi-weekly meetings, 6 weeks prior to the event
- 3) Time to complete assignments that arise from the meetings.
- 4) Event day – agreed schedule

Age Requirement: Must be 18 years of age