

Women of Distinction

COORDINATING COMMITTEE ROLES



WOD Committee Chair

MAY-NOV – **main focus ensuring on track and convening meetings**

- ✓ Recruit Coordinating Committee Members (1-2 representatives from each team)
- ✓ Convene meetings
- ✓ Draft & Distribute Meeting Agendas and Minutes
- ✓ Report updates to YWCA Fund Development Committee as required
- ✓ Create Critical Paths as required
- ✓ Co-host Nominee Reception with **Nomination/Selection Lead***
- ✓ Assist in Programme development*
- ✓ Bring greetings at events
- ✓ Orient Nominees and Nominators on event night at a nominee reception *
- ✓ Meet with venue manager, decor lead and event day lead to review site layout and management*
- ✓ Assist other teams where needed
- ✓ Coordinate Event Evaluation

Sponsorship Team

MAY-NOV - **Feb-June and near event (recognition)**

- ✓ Update the sponsorship brochure and levels of commitment
- ✓ Secure sponsors to meet the budget requirements
- ✓ Ensure sponsor recognition benefits are executed
- ✓ Invite sponsors to nominee reception
- ✓ Host and greet sponsors at the WOD event
- ✓ Send follow-up thank you to sponsors post-event

Nominations & Selection Team

MAY-NOV – **Busiest in Aug/Sept (promoting nominations) and Oct (selection)**

Nominations:

- ✓ Recruit committee members
- ✓ Identify volunteer needs and share with committee
- ✓ Design & implement nomination strategy striving for a minimum of three submissions per category
- ✓ Monitor submissions and identify potential gaps to Board & Committee for further procurement
- ✓ Organize Nominee Photo
- ✓ Draft Précis (or arrange précis) of nominees
- ✓ Review nominations procedure post-event
- ✓ Arrange corsages for nominees
- ✓ Coordinate the arrival of nominees at the main event including corsages and photos, champagne toast
- ✓ **Co-host Nominee Reception with Coordinator *(event before the awards ceremony)**
 - **arrange for catering**
 - **venue**
 - **photographer**
 - **invitations (sponsors, nominees, nominators)**
 - **Ensure Pins are on-site at Nominee Reception**

Selections:

- ✓ Recruit and Confirm the Selection Panel
- ✓ Orientation of the selection panelists (nominee packages are to be distributed)
- ✓ Confirm nomination packages are ready to be distributed to the selections committee*

- ✓ Review nominations for compliance to criteria/guidelines; contact nominators if more data is required
- ✓ Host and facilitate the recipient selection meeting

Media & Promotion Team

MAY-NOV - consistent pace: spring (poster) – summer (nominations) – fall (ticket sales)

- ✓ Identify volunteer needs and share with committee
- ✓ Develop event branding for poster and all other media and décor needs
- ✓ Work with Staff to Design Media and Promotion Plan that includes:
 - E news, email, web, print,
 - Social Media
 - Create template to announce nominees
 - create posts to thanks sponsors
 - create posts to thank silent auction donors
 - PSAs – Radio, Cogeco
 - Advertising, including sponsor pages
 - Media Releases supporting the following themes:
 - Award Artist
 - Nominations
 - Sponsors
 - Nomination Announcement
 - Ticket Sales
 - Post Event – Recipients and media sponsor thank you's
- ✓ **Recruit event day photographer and manage photographer on day of event and on the nominee reception**
- ✓ Arrange for media and coordinate on night of event (greet, manage, etc.)
- ✓ **Create Bio boards for event***
 - **Boards**
 - **programmes**
 - **to be read at the event**

Event Team Lead

MAY-NOV – Busier closer to the event (Sept-Nov)

- ✓ Identify volunteer needs and share with committee
- ✓ Volunteer coordination of the following roles: Coat check, silent auction runners/checkout, volunteer dinner and thank yous.
- ✓ Recruit and Organize Mistress of Ceremonies
- ✓ Determine if we will be having a Girl Unplugged Chant and coordinate with YWCA youth programs coordinator.
- ✓ Negotiate contract with venue, including food, silent auction location and well staffed bar
 - Negotiate food for volunteers
 - Ensure food is safe for those with allergies
 - Ensure menu has options to meet specific dietary requirements
- ✓ Meet with venue manager, chair and decor lead to review site layout and management*
- ✓ Organize A/V requirements
- ✓ Liaise with Guest Speaker
- ✓ Review program agenda*
- ✓ **Review critical path with Chair* and MC**
- ✓ Arrange with Staff/ ED for Honorarium for Keynote or entertainment
 - ✓ Event Night:
 - Table signage for sponsors (must be at each place setting and highly visible)*** **Decor Team**
 - Ensure AV / Technology works
 - Ensure exit plan – so we leave with everything we came with

- Assist with set-up and décor*
- Review critical path with MC, Guest Speaker, Board Chair and ED
- Provide list VIP's in attendance to MC, including where seated*
- Identify venue staff to MC that may benefit from recognition
- Meet, greet and host Guest Speaker
- Direct traffic at event

NOTE: A Board member or the Executive Director must sign all contracts

Silent Auction Team

MAY-NOV- busy pace throughout – spring/summer (solicitation) - fall (logistics)

- ✓ Recruit silent auction volunteers from across Muskoka
- ✓ Coordinate Silent Auction Donations Recruitment Team by community
- ✓ Review solicitation letter, revise, and make recommendations for printing
- ✓ Strategize on recruitment themes as well as location
- ✓ Establish Goal: i.e. Value in total <\$X
- ✓ Maintain correct and clear data on donors for purposes of tax receipts and correspondence
- ✓ Up date the master list on the team drive for donors.
- ✓ Follow procedures for communications with silent auction donors(see team drive)
- ✓ Deliver Items to YWCA Bracebridge for storage
 - ensure all items have corresponding donor sheets with all information filled out
- ✓ Set up and manage the auction at WOD Event Day
- ✓ Support staff in Silent Auction Processing/entering winners
- ✓ Manages Runners on event night
- ✓ Distribute any uncollected items after WOD Event
- ✓ Thank you to all silent auction donors post-event
 - provide list to identify major donors to the BOARD of DIRECTORS to thank
- ✓ Make recommendations for the next year's committee

Décor Team

MAY-NOV – Busier closer to the event (Sept-Nov)

- ✓ Identify volunteer needs and share with committee
- ✓ Setup for entertainment, keynote speaker (or music)
- ✓ Meet with venue manager, chair and event day lead to review site layout and management*
- ✓ Design and implementation of design theme including:
 - Venue décor
 - Tables & Centerpieces*
 - Table signage for sponsors (must be at each place setting and highly visible)*STAFF
 - Bio Board location and display*
 - Tote sales*
 - Exterior and Interior Lighting
 - Floor Plan - inclusive of entertainment, silent auction, live auction and awards*
- ✓ Implement the seating plan working with staff*
- ✓ Identify and Implement any accessibility needs in the seating plan
- ✓ Liaise with the venue staff for set-up needs
- ✓ Liaise with Awards artist and ensure awards are on-site event night

Staff Support

- ✓ Nominations:
 - Publish & distribute nomination forms
 - Ensure nomination form is posted on the web site
 - Ensure nomination submissions meet all required criteria and notify Committee of any gaps
 - Send confirmation letters to nominees and nominators

- Maintain & Update Nominee/Nominator Database
- Order pins for nominees
- ✓ Selection Panel:
 - Maintain & Update Selection Committee Database
- ✓ Silent Auction & Tote sales
 - Sort silent auction donations and maintain inventory
 - Maintain & Update Silent Auction Database
 - Prepare silent auction bid sheets
 - Process successful bidders on event night
 - Manage payment (cash, credit card)
- ✓ Ticket sales:
 - Organize ticket sales
 - Track sales by maintaining and updating Ticket Holders Database
 - Manage distribution
 - Track seating preference
 - Coordinate donated tickets and distribution for comp ticket requests
- ✓ Misc event:
 - Liaise with awards artist and arrange deadlines and honorarium
 - Prepare Budget Reports
 - Order all printed materials
 - Participate in all WOD meetings
 - Provide administrative support in drafting and printing correspondence.
 - Develop Event Day Powerpoint presentation
 - Create list of VIPs in attendance and give to Event Coordinator before event
 - Work with Decor team to prepare final seating plan for the evening
 - Set up and manage registration table
 - Provide floats, manage Cash, organize Credit Payment and manage payments at event
 - Manage Tote sales on event night

All

- ✓ Help out the night before or morning of with transportation of silent auction items, silent auction sort, refreshments for volunteers, etc.
- ✓ Identify volunteer requirements and recruit volunteers
- ✓ Solicit Silent Auction prizes and help sort
- ✓ Promote nominations
- ✓ Promote ticket sales
- ✓ Purchase ticket and attend the event

Board Members

- ✓ Each member to support one nomination
- ✓ Try to Sell 8 tickets each and/or host a table
- ✓ Attend the event
- ✓ Secure 3 or more silent auction items

* indicates crossover between teams