



## Women of Distinction Chair Job Description

### Objectives:

- To plan, organize and carry out a successful fundraiser comprised of an Awards night and silent auction
- To create a positive, inclusive event that highlights the talents of women in Muskoka

### Job Activities:

1. Establish Date, Location, Venue,
2. Format Review and Plan - set goals by Timeline, Critical Path
3. Create Team Infrastructure
4. Assign Team Leaders and Volunteers
5. Set and Review Team plans
6. Oversee and Communicate with Team Leaders
7. Schedule Coordinating Committee Meetings

### Job Responsibilities:

1. Teams Review Timelines
2. Create Responsibilities
3. Set Goals
4. Review Budget and Prepare Draft Budget for Board Approval
5. Ongoing Monitoring of Team Expenditures
6. Maintain Budget
7. Chair Each Meeting
8. Review and Revise Minutes
9. Liaise, Present and Report to the Board Representative
10. Co-Chairs take on Event Night Planning and Implementation

### Post-Event Responsibilities:

1. Thank you's to all stakeholders for the entire event
2. Review YWCA's event evaluation form to be sent out by the organization and collated by the administration
3. Plan and chair post event evaluation meeting
4. Solicit feedback from volunteers who are not able to attend the meeting
5. Compile Data for Future Event Planning

### Job Requirements:

1. Organizational skills
1. Ability to commit a great deal of time in the months of August- October
2. Experience in event planning
3. Comfortable seeking out sponsorships and donations from local businesses

4. Strong leadership skills

Parameters of Job:

- Time Commitment: 10 hours per month per chair for April-July, 40 hours per month per chair from August-Oct
- Report to: YWCA Muskoka Board of Directors