

Volunteer Event Committee (VEC) Job Description

Section I – Position Information

Position Title: Volunteer Event Committee (VEC) Member

Purpose: To help CSRS clients remain independent and in their own homes as long as possible by raising funds to support the provision of free programs and services for seniors. VEC will also reduce the volume of event related tasks assumed by CSRS staff members, thereby freeing them up to concentrate on their other core responsibilities.

Section II – Duties and Responsibilities

- Participate in identifying, planning and implementing fund raising activities on behalf of CSRS.
- Promote CSRS fund raising activities and other events in the community. This might include, but is not limited to, selling tickets, making presentations and representing CSRS in the media.
- Solicit donations and sponsorships from for-profit and corporate organizations.
- Additional support volunteers will be sought on an event basis for things like mail-outs, set up and ticket sales.

Section III – Time Requirement

- Time requirement will vary depending on the requirements of each event.
- Volunteers will be asked to attend a monthly planning session (not to exceed 2.5 hours).

Section IV – Skills and Qualifications

The Volunteer Event Committee will provide equal opportunity for volunteers who are creative thinkers and prefer to focus on the big picture and for volunteers who are detail oriented and desire to work behind the scenes.

Section V – Orientation and Training

- Volunteers are required to complete the CSRS virtual orientation. This may be done at your convenience. It takes approximately 30 minutes and is available on our website at www.calgaryseniors.org. Hard/CD copies are available for those without internet access upon request.
- Volunteers are required to attend a general volunteer training session.

Section VI – Reimbursement

- There is no monetary reimbursement for this position.

Section VII – Supervision

- Volunteer Members will report directly to the VEC Chair.
- Opportunities to give feedback on the VEC will be provided by the Community Volunteer Manager.

Section VIII – Screening

CSRS assigns each volunteer job position a rating based on our risk continuum. The Volunteer Event Committee volunteer member position requires successful completion of the following:

- Application
- Interview

Section IX – Benefits

- A sense of pride and accomplishment for helping seniors maintain their independence.
- Gain experience in event planning and fund raising.
- Give back to your community.

Agreement/Approval

Date

Signature of Volunteer