



## Gala Chair Position Description

Heart House Hospice has provided over 30 years of hospice care in the homes of people living with a life limiting illness and the families who love them. The Gala Chair will be responsible for leading the Gala Committee in the planning and executing of the gala, in conjunction with Heart House Hospice staff.

### Objective of Gala Chair

- To take ownership of the gala and successfully recruit and train the necessary volunteers to adequately identify and evaluate the giving ability of potential donors and guests, and to tell our story and share our needs to these potential donors and guests, so that we raise \$136,000 of the budget goal by March 2017.

### Responsibilities and Duties

- Lead and oversee the general planning and execution of the gala in conjunction with Heart House Hospice staff
- Assist with recruiting volunteer committee members to help with ticket sales, sponsorship, live auction, silent auction, entertainment, and logistics
- Keep the team on schedule by setting expectations and providing coaching when needed; Keep committee members motivated and committed to success
- Maintain focus and direction of the gala to ensure success in raising funds and awareness for Heart House Hospice
- Adhere to gala event timeline and budget
- Assist with menu selection, entertainment, décor and other event details

### Qualifications, Experience and Skills

- Passionate about the work of hospice
- Experience in event planning, corporate relations, and/or sponsorship
- Strong connection to the community
- Well organized with strong written and oral communication skills
- Enthusiastic team player with the ability to motivate committee members
- Previous experience leading a committee is an asset

### Training and Support

- Work alongside staff of Heart House Hospice including the Coordinator of Fundraising

### Time Commitment

- June 2016 – April 2017, Approximately 2-4 hours dedicated per week
- Attend one committee meeting per month at the Heart House Hospice office from June 2016 – April 2017 (with weekly or bi-weekly meetings in February & March)

### Heart House Hospice Contact



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