

## **Events Committee Role Description**

The Stollery Women's Network (SWN) brings together women across Alberta who are passionate about improving children's health. Through connection, advocacy and philanthropy, members inspire others to invest in life-changing care for kids.

Together, we are working towards an ambitious goal: raising **\$1 million** in support of the Foundation's comprehensive capital campaign by growing a community of women committed to making a lasting impact.

### **Role Purpose**

- Reporting to the SWN Events Lead and staff advisor, members are responsible for supporting SWN's two annual signature events with the goal of advancing our mission to raise \$ 1 million by 2029.

### **Key Responsibilities**

- Assist the committee lead and staff advisor in planning two SWN signature events per year by providing input into programming and activations.
- Assist in procuring auction items and identifying potential event sponsors.

### **Responsibilities and duties**

- Represent the perspectives of Foundation supporters and the broader community
- Act as an ambassador for the Stollery Women's Network
- Promote event ticket sales to drive revenue.
- Attend SWN, community and Foundation events and volunteer if needed.
- Refer two potential supporters per quarter to Stollery Children's Hospital Foundation Information Sessions.

### **Qualifications**

We are looking for individuals who have:

- A passion for advancing children's health
- Experience in event coordination is considered an asset
- Willingness to leverage personal networks to build community connections
- Strong communication and relationship-building skills
- The ability to collaborate with diverse people and perspectives
- Professionalism, diplomacy and sound judgement
- Willingness to connect with local businesses about auction donations and potential sponsorships
- Must be 18 years of age or older

### Time commitment

Events committee members are expected to:

- Attend the SWN orientation (**August/September**)
- Attend committee meetings **as scheduled** by event lead (in person or via video/phone).  
Approximately 2-4 hours per month
- Attend SWN bi-annual meetings **April/May** and **October**
- Engage in and promote SWN through social media and personal networks
- Attend and support SWN and Foundation events
- Volunteer at select Foundation and SWN initiatives

### Term

- Three-year commitment, with opportunity for a two-year extension  
\*Terms are subject to revision if deliverables and/or commitments are not met

### Onboarding & Training

- Complete onboarding session with SWN Senior manager and Co-Chair
- Participate in a tour of Stollery Children's Hospital
- Attend a Champion information session