



Event Planning Assistant

Overview	Working with the Event Committee Chair, the Event Planning Assistant will organize and plan Event Committee meetings; take minutes; ensure volunteer action items are followed up; and report to Executive Director on Committee needs, challenges and related issues.
Primary Responsibilities/Tasks	In conjunction with the Event Committee Chair, the Event Planning Assistant is responsible for: <ul style="list-style-type: none"> ▪ Booking Event Committee meetings (date, time, location) ▪ Communicating to and organizing the Event Committee ▪ Attending Committee meetings and taking minutes ▪ Ensuring volunteer action items are addressed ▪ Helping develop and implement the Event Strategy
Qualifications	<ul style="list-style-type: none"> ▪ Familiarity with the arts sector an asset ▪ Driver's license an asset.
Time Commitment	(October through May) <ul style="list-style-type: none"> ▪ 2 evening a month (usually Monday but flexible), 7 – 8:30 p.m. ▪ 1 meeting / month with Executive Director, 4 – 5 p.m.
Orientation/Training	Training and orientation to OAC goals and mission provided.
Challenges	Must be able to attend event and Committee meetings
Boundaries	The Event Planning Assistant will ensure approvals are secured from OAC management prior to posting any materials under the OAC banner.
Supervision	This position reports directly to the Executive Director.
Evaluation	Monthly meetings with Executive Director to assess progress and discuss challenges and Committee feedback.
Special Resources/Policies/Contract	Volunteer contract. Review of all relevant policies, guidelines and procedures to be reviewed at orientation.
Success Measures	Event Planning is a key function in the organization and implementation of the OAC's main fundraising event "2011 Cogeco Stars Among Us". Measures of success will include: <ul style="list-style-type: none"> ▪ Regular meetings of the Event Committee ▪ Clear measures of success for event ▪ Clear action items with follow up and deadlines ▪ Positive working environment
Screening Measures	<ul style="list-style-type: none"> ▪ Application to be completed; ▪ Informal interview to be completed; ▪ References to be provided.

Dated position developed: August 18, 2010

Closing date: October 1, 2010

If you are interested in this volunteer position email Megan Whittington at mwhittington@oakville.ca (please include your resume)