



## Special Event Planning Committee Job Description

The CAN Council Great Lakes Bay Region's mission is to *"build communities where children are free from abuse and neglect."* This is being achieved through innovative programming, comprehensive services, and effective collaborations enriching generations to come.

The CAN Council is looking for reliable, motivated, efficient volunteers to serve on the organization's special event planning committees.

If you are a well-connected member of your community, who is motivated by a challenge, and enjoys assisting the fundraising efforts for a good cause, the CAN Council would love to meet you. To be a successful Special Event Committee member, you need to be able to attending regularly scheduled meetings, work with local businesses and organizations to acquire sponsorships and acquisitions, and have a passion for the CAN Council's mission.

**Ultimately, Special Event Planning Committee members are accountable for the success of our signature fundraisers.**

### **Responsibilities:**

- Thoroughly understand the CAN Council's mission, programs, and services
- Report to Resource Development Manager
- Attend regularly scheduled meetings
- Identify possible sponsors and acquisitions for the event
- Develop strategy for obtaining sponsorships and acquisitions
- Collaborate with members of the committee to ensure all needs are met
- Encourage creativity and the development of new ideas
- Respect deadlines

### **Requirements:**

- 18 years of age or older
- Passion for the CAN Council's mission
- Pass a background check
- Up-beat, CAN-do attitude
- Flexible schedule
- Ability to make and fulfill the commitment

If you feel you meet these requirements, please apply online: [cancouncil.org/volunteer](http://cancouncil.org/volunteer) or e-mail Katie Bell, Volunteer Coordinator, at: [kbell@cancouncil.org](mailto:kbell@cancouncil.org).