

Cancer Council Tasmania

Volunteer Position Description

Position Title:	Gala Ball Committee Member
Department:	Engagement & Fundraising
Location:	Hobart
Reports to:	Manager Events
Last Review Date:	May 2023

Key Purpose of the Role

The Cancer Council Gala Ball volunteer committee members contribute in the success of the event through the achievement of assisting with project management of the event, ticket sales, donations and lead generation along with the fun of being a part of the actual event itself.

Our Department

CCT is dependent on community and business support to help fund vital programs in cancer research, support, prevention and advocacy. Our fundraising events work toward making this achievable.

CCT's portfolio of events includes a range of iconic and enjoyable fundraisers that companies and other organisations can get involved in. Fundraising events and activities include Relay for Life, Daffodil Day, Australia's Biggest Morning Tea, Girls Night In, The Think Pink Ball and the Unite in Yellow Breakfast.

Our Organisation

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease. CCT relies on the community for over 90% of the funds required to provide its services and programs.

CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation*.

Our Work Environment

CCT is a smoke-free work environment.

CCT is committed to providing a healthy, supported and safe work environment, free from harassment and discrimination.

Role Responsibilities

- Generate revenue through private ticket and table sales using personal and professional networks.
 - Acquire donated quality items for the silent auction.
 - Drive volume and value of individual Cancer Council sponsorships
 - Foster relations with potential guests and potential funders/donors;
 - Encourage team work among committee members and encourage them to identify and assist with recruitment of new members as required.
 - Attend 75% of committee meetings as laid out in schedule. (When attendance is not possible, progress updates must be provided prior to scheduled meetings).
 - Maintain a public profile in line with the Gala Ball event and organisational brand.
 - Develop positive, collaborative community ties.
 - Project management of aspects of the event relating to assigned roles.
 - Play a role in the ongoing review of aims of the event acknowledging that the event is primarily the responsibility of Cancer Council Tasmania and must be run in line with the broader strategic aims of the organisation.
-

Position Requirements

Essential:

- a commitment to making a difference in the lives of Tasmanians dealing with a cancer diagnosis
- collaborative working style
- action oriented
- customer and stakeholder centric
- ability to achieve support for the event through engagement with personal and business networks
- Accept and endorse the values of CCT. Ability to demonstrate the values of CCT through their own behavior, demonstrating a commitment of our values and make a positive contribution to positive team and workplace practices.

Cancer Council Tasmania will conduct a Police Check prior to the volunteer's commencement.
