

Cancer Council Tasmania

Volunteer Position Description

Position Title:	Relay For Life Committee Members
Department:	Engagement & Fundraising
2024 Locations:	Hobart, Launceston, Circular Head, Penguin, Huon Valley, Triabunna
Reports to:	RFL Manager & Regional Events Coordinators
Last Review Date:	June 2023

Key Purpose of the Role

Cancer Council Tasmania's (CCT) Relay For Life (RFL) volunteer committee members contribute in the success of their regional events through various project management roles for their event (chair, team recruitment, marketing, online activities, logistics, entertainment) along with the fun of being a part of the actual event itself.

Why Join a RFL Committee!

You will receive:

- Training
- Support
- Work Experience
- Recognition
- Networking opportunities; and

All whilst doing something meaningful for your community!

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 RFL, 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

Examples of Volunteer Committee Roles include:

Event Chair:

Serves as the face and voice of CCT Tasmania and the RFL event within the community to lead and manage by empowering the RFL Event Leadership Team.

Individuals in this role possess strong leadership and interpersonal skills, are outgoing, and are knowledgeable about CCT and RFL program (mission, history, accomplishments, format, and purpose).

Primary responsibilities for individuals in this role are to mentor and guide the committee in fulfilling their responsibilities and achieving goals for the RFL event within their community.

Recruitment Lead:

To get as many people within a community to partner with CCT in saving lives from cancer by participating in their local RFL. This is accomplished by identifying recruiters within the community who can help bring new people to Relay.

Communities take on all shapes and sizes. They can be towns, corporations, health systems, faith based organizations schools, government, unions, and more! We want to strive to engage one or more people of influence within each of the communities that can help to mobilize their community with the purpose of recruiting more participants, more survivors, and more sponsors to help fuel the mission of CCT.

RFL recruitment leads help to identify pockets of the opportunity that have not yet experienced RFL and helps to introduce them to the mission of CCT through RFL. Recruitment leads also welcome existing teams back to RFL.

Survivor and Caregivers Lead:

The survivors and caregivers lead recruits, recognises, and engages survivors and caregivers from within the community.

Individuals in this role will use survivor and caregiver recruitment resources and tools to be able to clearly communicate the benefits of getting involved with CCT and the RFL event. Individuals in this role will develop relationships with and serve as the primary contact to survivors, caregivers, and organizations that serve or interact with large numbers of survivors and caregivers.

Marketing Lead:

The marketing lead creates, develops, and implements marketing and publicity to raise awareness of the RFL event.

Individuals in this role will be able to coordinate, prepare, and implement a publicity and marketing strategy. Additionally, they will be familiar with or willing to learn how to utilize the resources, tools, and resources available to promote and market the event.

Online and Social Lead:

The online and social communications lead ignites the passion for the RFL event online within their community. Individuals in this role are an online voice and connector to the community's RFL event. They are comfortable in using a variety of social media platforms (Facebook, Instagram, LinkedIn, forums, etc.) and are willing to learn ways to support and engage RFL participants through the online fundraising website.

Logistics Lead:

The logistics lead is primarily responsible for providing a safe, comfortable and seamless experiences for all RFL participants.

Individuals in this role are organized and pay strong attention to detail in order to manage a comprehensive event execution plan that represents the mission and tradition of CCT RFL event within the community.

Activities Lead and Entertainment Lead:

The activities lead oversees all of the activities that take place during the RFL event which may include choosing the type of activities and when they occur. The entertainment lead similarly oversees all of the entertainment that takes place during the RFL event, which may include choosing the type of entertainment and when it occurs.

Individuals in these roles are creative, organized, and know what it takes to have a good time.

Additionally, individuals in this role are comfortable cultivating relationships with various and vast groups and organisations in the community that are willing to contribute to the implementation of creating a dynamic and exciting RFL event.

Candlelight Ceremony Lead:

The role of the candlelight lead is to promote awareness and sales of candlelight bags in honor or in memory of those who have been touched by cancer in the community.

Individuals in this role are creative, organized, and able to coordinate logistics in order to assist in the development and execution of the Candlelight Ceremony at the event.

Pre-Relay Events Lead:

The pre-events lead oversees all of the logistics and activities that take place prior to the RFL event which may include choosing the type of activities and when they occur.

Individuals in this role are often creative, organized, and know what it takes to have a good time. They understand the importance of engaging participants, teams, survivors, and community members in year-round activities and events leading up to the community RFL event.

Mission Lead:

The primary responsibility of the mission lead is to educate RFL participants about CCT's mission and to engage them in activities that relate specifically to CCT's guidelines about nutrition and physical activity. Additionally, individuals in this role will also seek to educate RFL participants and the community about CCT Supportive Care services and programs.

Fundraising Lead:

The role of the fundraising lead is to grow the RFL event income through working with Team Captains, team members, and the community by providing them information and resources needed to raise funds to fuel the mission of CCT.

Registration and Accounting Lead:

The accounting lead ensures there is an accurate record of how much money is raised to fuel the mission of CCT.

Individuals in this role work behind the scenes to make sure all of the data is in order. They are comfortable doing timely online data entry, serving in a customer service role when it comes to accounting, handling money, and ensuring all policies and procedures are adhered to.

Position Requirements

What we need:

- Your commitment and support
- Communication
- Attendance at committee meetings
- Attendance at the event

As well as:

- 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
- Maintain a public profile in line with the RFL 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 CCT Tasmania and must be run in line with the broader strategic aims of the organisation.
- Accept and endorse the values of CCT.

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

Further information and specific details about RFL Committee Roles will be provided specific to the roles.