



Committee Position Description Chair

Position Summary

The Chair fulfills the mission of the Prodigy Group with the support of committee members and GVCC staff. The Chair corresponds with GVCC Board Directors, GVCC CEO, GVCC staff, Committee Members, the media (when needed), and answers requests for general information.

The Chair serves a minimum one-year term and is accountable to the GVCC Board, the GVCC CEO, and to the Prodigy Group Committee. After a 1-year term as Chair, the position transitions in role of Past Chair.

Position Requirements

- Minimum one year experience on the Prodigy Group Committee;
- Prior experience as Chair or President on a committee an asset;
- Attendance at all monthly GVCC Board meetings, Prodigy Group committee meetings, retreats, mingles and special events;
- Support the growth of sub-committees;
- Attend the GVCC annual planning retreat at their own cost, currently scheduled for November, 2011 location to be determined; and the mid year retreat, held in June.
- Attend as requested GVCC functions;
- Chair is an EX-officio member of the GVCC Board;
- Act as the media contact and official spokes person for Prodigy Group.

Responsibilities and Duties

1. *Coordinate and Manage Committee Meetings (3.5 hours monthly, including meeting attendance)*
 - Confirm committee attendance before meetings;
 - Develop meeting agenda prioritizing immediate needs of the committee;
 - Focus discussion and identify areas of conflict within discussion so the committee is aware of and deals with any immediate conflicts;
 - Use time management skills to run meetings within the allotted time.
2. *Coordinate and Manage Mid Year Retreat.(3 hours planning, 1 hour follow up)*
 - Develop retreat agenda with the vision, mission and group goals and achievements as the main areas of discussion;
 - Focus discussion and identify areas of conflict within discussion so the committee is aware of and deals with any immediate conflicts;
 - Use time management skills to run retreat within the allotted time.
3. *Committee composition, teamwork, and legacy planning (1 hour per month, with increase during recruiting season)*
 - Check in with committee members, as required, to ensure they are on task and content in their positions.
 - Identify committee members who are struggling and address areas for help or improvement.
 - Ensure the committee is working together to achieve best results.

- Work with the Vice Chair and committee to address gaps in talent or numbers for current year committee.
- Actively engage with the membership to identify and assess candidates for next year's committee.

4. *Reporting (approximately 3 hours monthly)*

- Prepare a monthly status report for GVCC Board monthly meetings- this involves discussion with committees to ensure report is accurate and up to date *(1 hour)*;
- Prepare required material for PG mid year retreat *(see time above)*;
- Prepare required material for fall and spring GVCC retreats *(1 hour per retreat)*;
- Discuss initiatives with GVCC CEO when requested *(1 hour meetings as needed- approximately five meetings in the year)*;
- Correspond with GVCC staff, committee members, and public as needed *(as needed)*;
- Discuss all Prodigy Group Related information with Vice Chair *(1 hour quarterly meetings and frequent emailing as needed)*;

5. *GVCC Board (6 hours per month)*

- Read and comprehend all items in monthly board agenda *(2 hours)*
- Attend monthly Board meetings and participate actively in discussion. *(2 hours)*
- Plan strategic meetings with Board members to promote PG and voice opinions on current Board topics. *(2 hours)*;



Committee Position Description Vice - Chair

Position Summary

The Vice-Chair oversees the day-to-day operations of the Prodigy Group Committee.

The Vice-Chair serves a minimum one-year term and is accountable to the Chair and to the Prodigy Group Committee. **After a one-year term as Vice-Chair, this person transitions into the chair position.**

Position Requirements

- Minimum one year experience on the Prodigy Group Committee
- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Prior experience as Chair or President, vice chair on a committee an asset
- Support the growth of sub-committees

Responsibilities and Duties

1. *Coordinate and Manage the Operations of the Prodigy Group Committee (3-5 Hours per Month)*
 - a. Ensure that all sub-committee's prepare and submit a Monthly Status Report.
 - b. Ensure that the compiled Status Reports are included in the Monthly Meeting Agenda's for review by the Committee
 - c. Ensure that all Action Items for each Committee are completed.
 - d. Troubleshoot operational or communication issues as they arise.
2. *Coordinate and Manage Fall Retreat. (3 hours planning, 2 hours follow up)*
 - a. Develop retreat agenda with the vision, mission and group goals and achievements as the main areas of discussion, focusing on the following year;
 - b. Invite newly appointed committee members to attend and participate in Fall Retreat and planning for the following year.
 - c. Focus discussion and identify areas of conflict within discussion so the committee is aware of and deals with any immediate conflicts;
 - d. Use time management skills to run retreat within the allotted time.
3. *Committee Gaps and Recruitment (3-5 Hours)*
 - a. Work with current committee and Chair to identify gaps in committee.
 - b. Work with Chair and committee to market and recruit new Committee Members.
4. *Reporting (1-3 hours per month)*
 - a. Report directly to the Prodigy Group Chair
 - b. Discuss initiatives and communicate routinely with Prodigy Chair
 - c. Correspond with GVCC staff, and committee members as needed



Committee Position Description Past Chair

Position Summary: Past Chair (*5 hours per month*)

The past chair role was created to help mentor the Chair and Vice Chair and committee members as well as to provide insight and experience to the committee. This position is automatically filled by the outgoing Chair and is a one year position. The Past Chair also holds a board seat on the GVCC to help provide more Prodigy influence at the board level.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Hold an appointed board seat on the GVCC board and responsible for all duties of a GVCC board member
- One year commitment level after PG Chair

Responsibilities and Duties

- Take direction and help the chair as needed and requested
- Act as an advocate and promote PG in the community
- Transfer for knowledge and experience to newer committee members
- Advise and mentor the Chair and Vice Chair
- Be a recourse to PG committee members
- Take direction from the chair in roles to help them



Committee Position Description

Position: Treasurer

Position Summary: Treasurer *(6 hours per month)*

The Treasurer manages the finances and administrates financial matters of the Prodigy Group. The Treasurer corresponds with Prodigy Group committee members with and GVCC staff. The Treasurer reports the financial budgets to both the Prodigy Group and GVCC.

The Treasurer is responsible for preparing the yearly Prodigy Group budget, events budget, monitoring actual results to budget and updating the GVCC and PG members accordingly. The Treasurer serves a minimum one-year term and is accountable to the Prodigy Group Committee and to the GVCC CEO.

Position Requirements

- Minimum one year experience on the Prodigy Group Committee
- Career background and experience in the financial sector (*preferred*)
- Ability to prepare and interpret financial statements
- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles and Quarterly Special Events.
- Act as a resource to other sub-committees regarding budget preparation

Responsibilities and Duties

1. Budget Management

- a. Prepare budgets for specific events and projects.
- b. Advise committee members about funding request impacts to the annual budget and Prodigy Group events
- c. Prepare an annual budget for approval at the October retreat for the following year
- d. Prepare event budgets for review by the GVCC CEO

2. Financial Reporting

5. Update the budget for actual expenditures and report the updated budget on a monthly basis to the Prodigy Group members
6. Maintain a book-keeping receipt system for receipts and expenditures
7. Update Prodigy Group controls as required



Committee Position Description

Position: Secretary

Position Summary: Secretary *(5 hours per month)*

The Secretary records notes on the events and discussions that take place during monthly meetings. The notes are summarized and compiled into documents that are delivered internally to the Prodigy Group Committee. The purpose of the Secretary position is to ensure accurate and timely communication of the developments at each monthly meeting.

The Secretary is responsible for preparing the following documents each month: "Meeting Minutes" and "Action Items". The notes should be completed and distributed to the Prodigy Group Committee as soon as possible. The Secretary serves a minimum one-year term and is accountable to the Prodigy Group Committee Chair and Vice Chair.

Position Requirements

- Accurate and efficient note-taking abilities
- Ability to prepare and distribute written documents - written communication skills are a necessity
- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles and Quarterly Special Events.

Responsibilities and Duties

3. Recording and Distributing Notes

- a. Attend monthly meetings and record the procedures and discussions that take place
- b. Prepare notes into two separate documents:
 - i. Meetings Minutes – a transcription of the what was discussed
 - ii. Action Items – the deliverables required of certain committee members
- c. Distribute notes to the Prodigy Group Committee by way of email on or before the Wednesday immediately following the monthly committee meeting.



Committee Position Description Communications Chair

Position Summary (8 hours per month)

The Communications Chair manages the dissemination of internal and external information regarding the Prodigy Group and its initiatives. The Chair corresponds with Prodigy Group committee members and with GVCC staff to ensure that messaging from the Prodigy Group is accurate, and is consistent with the group's mandate.

A graphic standards guide and communications brief has been developed for The Prodigy Group and should be followed when developing any internal (within the GVCC) or external (public or media facing) communications. The Communications Chair serves a minimum one-year term and is accountable to the Prodigy Group Committee and to the GVCC CEO.

Position Requirements

- Minimum one year experience on the Prodigy Group Committee
- Career background and experience in the marketing communications sector (*preferred*)
- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Act as a resource to other sub-committees in the preparation of communications and materials and to promote Prodigy Group initiatives

Responsibilities and Duties

3. *Brand Management*
 - a. Develop (or oversee development of) all materials for events and communications in accordance with the Prodigy Group graphic standards guide.
 - b. Advise committee members on the relevance of messaging and communication vehicles as they pertain to Prodigy Group's target audience.
4. *Communications*
 - a. Prepare a communications plan to support initiatives agreed upon by the committee in the October planning retreat.
 - Advise committee members on what form of internal and external communications should be used to promote Prodigy Group initiatives.
 - Contact local press and community calendars with information about Prodigy Group events (where appropriate work with GVCC staff to develop a press release).



Committee Position Description Content Writer / Reporter (Communications)

Position Summary: *(6 hours per month)* The Content Writer manages the dissemination of internal and external information regarding the Prodigy Group and its initiatives. The Content Writer works under direction of the Communications Chair and with Prodigy Group committee members and GVCC staff to ensure that messaging from the Prodigy Group is accurate and consistent with the group's mandate. The Content Writer will take raw content such as event details and turn out exciting and engaging content for our marketing materials. The Content Writer will work with the GVCC to ensure the content is approved by the Chamber before circulation. The Content Writer serves a minimum one-year term and is accountable to the Prodigy Group Committee and to the GVCC CEO.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, and Spring and Fall Retreats.
- Attendance at all monthly Prodigy Group Monthly Mingles and Special Events with the purpose of taking notes and photos for upload to the website and as content for the blog and Business Matters.
- Is responsible for writing and releasing all Prodigy Group Media Releases but is not an official spokesperson for Prodigy Group, as this is reserved for the Chair position only.
- Career background and experience in journalism, communications or marketing sectors with considerable media contacts (*preferred*)
- Experience with website content management (*preferred*)
- Act as a resource to other sub-committees in the preparation of communications and materials and to promote Prodigy Group initiatives

Responsibilities and Duties

The Content Writer will produce content for communications pieces, including but limited to:

- Invitations to mingles and special events
- Media releases
- Blog posts for mingle and special event follow-ups
- Website page content. (From time to time we will need to rework new content provided by the various committees.)
- Work with the GVCC to ensure the content is approved by the Chamber before circulation



Committee Position Description Website Lead

Position Summary *(8 hours per month)*

The website lead acts as a supporting role to the communications chair and content writer. The website lead is responsible for the maintenance, support and security of the Prodigy Group website (ProdigyGroup.ca) as well as the upkeep of the Prodigy Group Flickr, Twitter and Facebook accounts.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Minimum 1 year experience working with the content management system WordPress or proof of training and demonstration of ability to operate website.
- Minimum 6 months experience working with Twitter, Facebook, Flickr and LinkedIn or can demonstrate the ability to maintain the Prodigy Group Social Media accounts.
- Must have experience with photo manipulation (resizing and cropping of photos and graphics) and access to photo editing suite such as Photoshop.
- Must have basic understanding of Ping.FM service or able to be available for training.
- Must have knowledge of using the Wordpress automatic back up and update.
- Must have knowledge of Google Apps domain control panel. (Standard email server control panel for managing email accounts and global settings).
- Preferred knowledge of HTML, CSS and PHP.
- Preferred knowledge of Apache web server folder permissions and website folder structure.
- Preferred graphic design and layout skills using Photoshop and Illustrator.
- Preferred knowledge of WordPress plug-in, selection, installation, and setup.

Responsibilities and Duties

Website Maintenance

- a) Posting content such as photos, written content, video, sound clips and portable documents (pdf's) through WordPress CMS.
- b) Adding, managing and upgrading WordPress plug-ins when new versions become available.
- c) Technical support when questions arise from committee members and GVCC liaison. This may be in the form of an email or phone call.
- d) Email account support and configuration through Google Apps. Adding, deleting or managing accounts.
- e) Provide technical answers and direction during committee meetings on all things related to web communications and social media.

Website Security

- a) Upgrading WordPress core when new versions become available. This requires knowledge of how to perform a complete database and website backup.
- b) Updating and managing website settings and configurations. IE: Adding new blog categories and updating plugin settings.

Social Media Updates and Maintenance

a) Updating social media accounts Facebook, Flickr, Twitter and LinkedIn



Committee Position Description Community Connections

Position Summary

The Community Connection chair coordinates the Community Advisor Program, and updates the positions available throughout the community. The Community Connection chair serves a minimum one year term and is accountable to the Prodigy Group Committee.

Position requirements

- Minimum one year experience on the Prodigy Group Committee an asset.
- Attendance at all monthly committee meetings, sub-committee meetings, monthly mingles, special events and retreats
- A strong belief in the value of community involvement and the importance of being apart of and giving back to the community.

Responsibilities and duties

1. Leads the process of choosing a designated charity(ies) for the fiscal year.
2. Be the main liaison between the designated charity(ies) and the Prodigy Group.
3. Builds rapport with non profit organizations and other leadership committees.
4. Work directly with Communications Committee to promote Community Connections Positions with the Prodigy Group members and within the community through increased media exposure.
5. Coordinate and run sub-committee meetings as necessary.
6. Support Mingles Committee in the planning of the Communications Connections Mingle.
7. Report to Prodigy Group committee members:
 - Create and submit monthly sub-committee status report
 - Coordinate with other sub-committee members and delegate tasks as necessary for each event.
8. Act as a liaison between the GVCC and the Prodigy Group Community Connections committee.



Committee Position Description Community Connections Support

Position Summary

The Community Connections support role assists the Prodigy Group committee members in assisting Prodigy Group members to find meaningful volunteer roles in the community. The Community Connections support role serves a minimum one year term and is accountable to the Prodigy Group Committee and the Community Connections Chair.

Position requirements

- Prior experience on a committee or board an asset.
- Attendance at all monthly committee meetings, sub-committee meetings, monthly mingles, special events and retreats

Responsibilities and duties

1. Support the process of choosing a designated charity(ies) for the fiscal year.
2. Support any communications between the designated charity(ies) and the Prodigy Group.
3. Support the Community Connections Committee in finding roles in the community.
4. Support the Community Connections Committee in soliciting and maintaining a good rapport with non profit organizations and other leadership committees.
5. Reports directly to the Community Connections Chair.



Committee Position Description Membership Lead

Position Summary

The membership team is in charge of working to improve member relations and identifying new members that would be a good fit for the Prodigy Group. The team keeps track of all membership-related statistics, and reports to the committee monthly, on mingle attendance numbers, membership composition, membership wins in the period and potential membership wins for our group.

Position requirements

- Minimum one year experience on the Prodigy Group Committee an asset.
- Good interpersonal skills.
- Proficiency in excel.
- Attendance at all monthly committee meetings, sub-committee meetings, monthly mingles, special events and retreats.

Responsibilities and duties

1. Track and Engage current and potential Prodigy Group members. (3 hours per month)
 - Attend the monthly mingles and connect with our members. You will be the first point of contact, welcoming and tracking who is attending our Mingles and Special Events.
 - Identify leads at our monthly mingles and in the community and follow up with correspondence.
 - Manage and follow up with Website 'New Member' leads and emails sent directly to Membership@prodigygroup.ca
 - Raise awareness and engage current Chamber Member Companies about Prodigy Group and generate new Prodigy Group members.
2. Report to Prodigy Group committee members: *(Total: 1.5 hours per month)*
 - Create and submit monthly sub-committee status report for the monthly committee meeting.
 - Coordinate with other sub-committee members and delegate tasks as necessary for each month.
3. Maintain a good working rapport with the Chambers' operational staff to ensure an easy flow of information sharing.



Committee Position Description Membership Support

Position Summary

The membership support role assists the membership lead and committee to improve member relations and identifying new members that would be a good fit for the Prodigy Group. Together the membership team keeps track of all membership-related statistics, and reports to the committee monthly, on mingle attendance numbers, membership composition, membership wins in the period and potential membership wins for our group.

Position requirements

- Prior experience on a committee or board an asset.
- Good interpersonal skills.
- Proficiency in excel.
- Attendance at all monthly committee meetings, sub-committee meetings, monthly mingles, special events and retreats.

Responsibilities and duties

1. Track and Engage current and potential Prodigy Group members.
 - Attend the monthly mingles and special events to connect with our members. You will be the first point of contact, welcoming and tracking who is attending our Mingles and Special Events.
 - Identify leads at our monthly mingles and in the community and follow up with correspondence.
 - Assist in the follow-up with Website 'New Member' leads and emails sent directly to Membership@prodigygroup.ca
 - Raise awareness and engage current Chamber Member Companies about Prodigy Group and generate new Prodigy Group members.
2. Reports directly to the Membership Lead.



Committee Position Description

Position: Chair, Mentorship and Leadership

Position Summary *(10 hours per month)*

The Mentorship Program is a very important part of the Prodigy Group. Launched as a pilot in 2009, this program has gained significant traction, awareness and participation from Prodigy Group Members, Prodigy Group Committee Members, Chamber Members and GVCC Board Members.

The Mentorship Program is one of the key ways in which to integrate and encourage collaboration between the Prodigy Group and GVCC. Ideally, as the program expands, the Mentorship Committee from the Prodigy Group will have a matching Mentorship Committee at the GVCC Board level, which will aid in ideas for program expansion and improvement, increased awareness at the Chamber level, and Mentor Recruitment.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Preferable to have experience in coordinating and implementing special programs for Universities, Not for Profit, or Community Organizations.
- Chair should have established network in Victoria Business community and able to call upon this network to act as mentors in the program.
- Chair should be passionate about Mentorship and Program Development.

Responsibilities and Duties

- Plan and implement Prodigy Group Mentorship Program – make changes as necessary based on feedback from past participants
- Market program to Prodigy Group members (mentees) and Chamber of Commerce members (mentors) with the goal of **at least 10 matches per year**
- Review applications and assist in matching process
- Setup meetings with each match to ensure chemistry
- Administer program and conduct regular check-ins and follow ups
- Plan May Mentorship Mingle with support of PG committee
- Plan celebration event in Fall with the support of sponsorship and special events committee
- Coordinate with Chamber of Commerce CEO and Board of Directors as necessary
- Work with Chamber of Commerce to ensure the goals of the program align with Chamber mission
- Develop and implement any additional programming as deemed necessary (including leadership workshops, lunch and learns, additional mentorship activities)

Supporting Role(s) Description:

- Conduct research through surveys of following year participants
- Support chair in developing and administering Mentorship Program
- Conduct regular follow ups and check ins of each match

- Assist in marketing Mentorship program
- Assist in planning Mentorship related events
- Update documents and application process as required
- Coordinate with other committees for assistance as required



Committee Position Description Mingle Chair

Position Summary: *(8 hours per month)*

The Monthly Prodigy Group Mingles are the cornerstone of the Prodigy Group. Our member's value networking in a fun atmosphere and the Mingles have successfully done this since the Prodigy Group's inception. Month after month, our mingles are attracting more attendees, new members to the Chamber and attracting new businesses who want to host a Monthly Mingle for the high caliber, young professionals that generally attend.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Quarterly Special Events and Spring and Fall Retreats.
- Background in Event Planning
- Strong network within the Victoria Community
- Great communication and word of mouth promotional skills.

Lead – Mingles

Responsibilities and Duties:

- Organize monthly mingles with different businesses within the GVCC membership OR new business which will join the GVCC as a result of the PG initiatives
- Approach businesses and talk about the benefits to hosting a mingle for the PG
- Book approximately 3 – 4 mingles in advance to allow for GVCC and PG marketing initiatives to move forward and promote the businesses hosting a mingle
- Work with Special Events Coordinator from the GVCC for possible mingle sites that are too small to host a GVCC mixer
- Follow the “mingle” policies set in place by the GVCC
- Actively promote guest speakers for mingles – depending on the venue and whether it will be effective to have a guest speaker for that specific mingle (not a monthly initiative)
- Must complete a site visit of every venue BEFORE the mingle to ensure the space size is sufficient and management are aware of what is going to happen and what the PG expects at a mingle
- Must be at every mingle (or someone from the “mingle” committee) to set up the “welcome table” for each mingle (banner and information is to be picked up from the Chamber office and dropped off before and after each mingle)
- Work with marketing committee in terms of giving them info (ie. Logos, dates, etc) for mingles so they can put together invites and other promotional materials together

Supporting Role(s) Description:

- To help the lead with the above checklist
- To bring in contacts of businesses that would be considered in hosting a mingle
- Help the lead in terms of sharing the responsibilities in setting up a mingle
- Work with the mingle lead and other support roles to ensure mingles run smoothly and attendance levels are high
- Work towards taking the lead role the following year



Committee Position Description Special Events and Sponsorship Chair

Position Summary

The Prodigy Group holds a minimum of three special events each year, which already include the Amazing Race, the Volleyball Tournament and a Golf Tournament. All three events are held as opportunities for Prodigy Group members to take part in exciting and entertaining events, while expanding their network. Additionally, all three events are held as fundraising events for a charity selected by the committee at the beginning of the year.

The Special Events chair coordinates the special events for the Prodigy Group, with the assistance of three supporting roles. In addition to organizing and executing the special events, it is expected that the chair, with the assistance of the three supporting roles, solicits sponsorship from GVCC members for cash and prizes to be used by the Prodigy Group committee to run events and donate to charity. The Special Events chair serves a minimum one-year term and is accountable to the Prodigy Group Committee.

Position Requirements

- Attendance at all monthly Prodigy Group committee meetings, sub-committee Meetings, Monthly Mingles, Special Events and Spring and Fall Retreats.
- Background in Event Planning
- Strong network within the Victoria Community
- Prior experience on a committee or board an asset.
- Great communication and word of mouth promotional skills

Responsibilities and duties

1. Organize and execute a minimum of the Amazing Race, Volleyball Tournament and the Golf Tournament. *(Total: 9 hours per month)*
 - Develop and delegate tasks to the Special Events committee to successfully run the events. *(2 hours per month)*
 - Set sponsorship requirements with the sponsorship liaison and special events committee members and assist with achieving sponsorship goals. *(3 hours per month)*
 - Work with the treasurer to set event budgets which are to be updated monthly. *(1 hour per month)*
 - Coordinate and run sub-committee meetings as necessary. *(3 hours per month)*
2. Report to Prodigy Group committee members: *(Total: 3 hours per month)*
 - Create and submit monthly sub-committee status report *(1 hour per month)*
 - Coordinate with other sub-committee members and delegate tasks as necessary for each event. *(2 hours per month)*
3. Act as a liaison between the GVCC and the Prodigy Group Special Events committee. *(Total: 2 hours per month)*



Committee Position Description Special Events and Sponsorship Support

Position Summary

The Prodigy Group holds three special events each year which include the Amazing Race, the Volleyball Tournament and a Golf Tournament. All three events are held as opportunities for Prodigy Group members to take part in exciting and entertaining events, while expanding their network. Additionally, the Amazing Race and Golf Tournament are both held as fundraising events for a charity selected by the committee at the beginning of the year.

There are two Special Events and Sponsorship support roles which assist the committee in the organization and execution of the three special events for the Prodigy Group as well as soliciting sponsorship for general committee needs. The Special Events support roles serve a minimum one year term and are accountable to the Prodigy Group Committee and the SE & S Chair.

Position requirements

- Career background or experience in event organization or sponsorship an asset.
- Prior experience on a committee or board an asset.
- Attendance at all monthly committee meetings, sub-committee meetings, monthly mingles, special events and retreats

Responsibilities and duties

1. Support the Special Events committee in all areas to organize and execute the Amazing Race, Volleyball Tournament and the Golf Tournament.
 - Coordinate volunteers for the events.
 - Complete assigned tasks in a timely manner.
 - Attend all sub-committee meetings
2. Support #1 – Communications & Community Liaison
 - Work directly with Communications and Membership committees to promote events within the community to increase event participation, as well as to use the events as a drive for new members.
 - Work directly with the Community Connections Committee to recruit, and then organize volunteers for the event.
3. Support #2 – Sponsorship Liaison – Organizes and maintains the sponsorship documents for special events
 - With Input from the SE & S Committee, creates or updates all request letters, forms and packages for solicitation
 - Distributes sponsorship request package to the Prodigy Committee and supports the committee as they contact possible sponsors in their networks.
 - Maintains sponsor/donor list.
 - Ensures that all sponsors and donors are appropriately acknowledged and thanked.
4. Both Roles report directly to the Special Events Chair.