

# Cancer Council Tasmania

## Volunteer Position Description

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<b>Position Title:</b>	Gala Ball Working Group Member
<b>Department:</b>	Engagement & Fundraising
<b>Location:</b>	Hobart, Launceston, Devonport
<b>Reports to:</b>	Manager Events
<b>Last Review Date:</b>	March 2024

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### *Key Purpose of the Role*

The Cancer Council Gala Ball working Group 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.

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## *Role Responsibilities*

Under the guidance of the Events Manager and Events Coordinators:

- Actively inviting likeminded and generous individuals and groups to attend the Gala.
  - Acquire donated quality items for the silent auction.
  - Foster relations with potential guests and potential funders/donors.
  - Identify and assist with recruitment of new members if/as required.
  - Assist with driving volume and value of individual Cancer Council sponsorships.
  - Meet virtually and/or in person 1-2 times prior to the event (When attendance is not possible, progress updates must be provided prior to scheduled meetings).
  - Assist with project management 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.
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## *Position Requirements*

- 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.

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