**AFP Golden Horseshoe Chapter**

**2023 National Philanthropy Day**

**Awards Committee**

 ***CHAIR – Logistics & Event Planning***

**Volunteer Job Description**

Members of the AFP Golden Horseshoe Chapter’s 2024 National Philanthropy Day (NPD) Awards Committee play a key role in the successful execution of the NPD Awards event, and in generating revenue for the AFP Golden Horseshoe Chapter.

The ***Chair – Logistics & Event Planning*** is a member of the NPD Awards Executive Committee, andwill focus on event execution for the 2024 NPD Venue and Logistics.

**Key Tasks:**

* Recruiting and chairing a sub-committee (2024 NPD Awards Event Logistics Committee) for event day-of execution (as needed).
* Report on status and progress of event logistics at NPD Awards Executive Committee meetings.
* Identify EMCEE candidates while working with Nominations & Awards Chair and Chair to confirm EMCEE.
* Serve as primary support for EMCEE
* Menu Selection
* Décor, florals etc. (preparation of, and day of set up)
* Gift Bags (as required)
* Awards selection/ purchase
* Day-of slideshow and show flow
* Name tag prep
* Day-of signage (including step & repeat)
* Day-of volunteer recruitment and assignments

**Meetings and Time Required:**

* Monthly meetings (1 hour each) with NPD Executive Committee commencing in February 2024 through to December 2024.
* Additional meetings (as necessary, and at the frequency and duration as determined by you) with the NPD Awards Event Logistics Committee to plan and organize event logistics.
* Additional non-meeting time to be dedicated to the event logistic coordination and implementation.
* Attendance at, and volunteer support provided at NPD Awards event on November 15, 2024.
* Volunteer time will be leveraged through committee support and proper planning