

**BC & Yukon Division**

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mssociety.ca

POSITION DESCRIPTION**WAMS EVENT CABINET**

On Friday November 22nd, 2019, the MS Society BC & Yukon Division, one of Canada's leading health charities, will be holding its 5th annual Women Against MS (WAMS) Luncheon in Vancouver. Joining us for the luncheon will be urban professionals from across the lower mainland. The luncheon will include a VIP reception, silent auction and raffle as well as a noteworthy keynote speaker, which has not yet been determined. The luncheon also honours someone who has been instrumental in the fight against MS. WAMS provides the opportunity to strengthen professional development while at the same time raise Canadian research funds for multiple sclerosis, a disease that disproportionately affects women three times more than men. Funds raised by WAMS will be directed to a new generation of ground-breaking researchers in their endeavours to end MS.

The WAMS luncheon would not be possible without the dedication of a committed group of volunteers. The Event Cabinet consists of between 7 to 10 individuals who work to sell both sponsorship and tables/tickets. Lead by a Chair and staff lead, the Cabinet meets monthly from March to the event in November.

ROLES & RESPONSIBILITIES:

- Participate in orientation to the MS Society and WAMS
- Lend their name and credibility to the WAMS event
- Participate in monthly Cabinet meetings in person or via conference call
- Assists with event promotion through their own networks
- Solicits event sponsorship, ticket sales and auction items
- Commit to securing at least \$5000 in event sponsorship and/or ticket sales

COMMITMENT:

- Approximately 2-5 hours per month from March to November with activity ramping up closer to the event
- Attend monthly Cabinet meetings (approximately 1 ½ hours in length, may attend by conference call)
- Provide regular updates to Cabinet Chair & WAMS staff lead

RESOURCES PROVIDED:

- Orientation provided by MS Society WAMS staff lead
- Sponsorship and table sales supporting documents
- On-going support from Cabinet Chair and MS Society staff lead

FOR MORE INFORMATION CONTACT:**Stephanie Mosher**

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