



Call for Volunteer Members IMAGINE 2018 Advisory Committee

SHARE Family and Community Services is looking for a few key volunteers to join the Advisory Committee for the organization's annual fundraiser, IMAGINE 2018.

IMAGINE Event Overview

SHARE has hosted its annual signature fundraising event "IMAGINE" for twelve years. IMAGINE 2018 takes place on Saturday March 10, 2018 at the Hard Rock Casino Vancouver Molson Theatre from 7 pm – midnight. In the past, the event has included typical gala-type activities: raffle, 50/50, live and silent auction, entertainment, pre-event sponsor reception and after party etc. Each year, IMAGINE is a go-to event in the Tri-Cities and we expect 2018 edition to be another successful event for SHARE and for the community.

About SHARE...

Mission

SHARE Family and Community Services exists to connect, engage and strengthen individuals and families.

Our Vision

Our vision is a strong community that welcomes everyone to live, participate, contribute, and reach their full potential.

Our Values

COLLABORATION

We value and support collaboration that will build respect, trust, and relationships with the community.

GENEROSITY

We know we are generous when we act unconditionally, without judgement, and without prejudice.

INCLUSION

Inclusion strengthens the individual SHARE serves as well as the services themselves.

HOPE

We know we have acted with hope when we have found a way forward, drawing on our resilience, abundance, creativity and innovation.

INTEGRITY

We will act with honesty, acting in the best interest of client and agency, making unbiased evidence-based decisions.

STRENGTH BASED

We will acknowledge and focus on the strengths of each individual and family in everything we do at SHARE.

Details

IMAGINE Advisory Committee Purpose

To assist with the oversight, planning and execution of IMAGINE, SHARE Family and Community Services annual, signature fundraising event.

Committee Goals

- To support the SHARE Fund Development staff in the planning and production of IMAGINE that meets our event fundraising target (both gross and net) as determined each year by the Director of Fund Development and SHARE CEO.
- Recognize our community donors and event sponsors effectively at the event.

- Raise awareness of SHARE and our programs and services in the community by hi-lighting these at the event.

Committee Membership

- The IMAGINE Advisory Committee consists of members of the community who share an interest in volunteering and who have expertise in marketing, event management, sales and communications and share a passion for our community.
- The committee will consist of not more than ten (10) non-staff members.
- The commitment to the IMAGINE Advisory Committee will be for one event cycle, approximately 7 months, for 4 -12 hours per month. It is to be expected that meetings and time required will increase as the event date approaches. This term can be extended upon request and approval of the Committee Co-Chairs.
- Members of the Fund Development staff are also part of the committee and attend meetings, as required.

Committee Roles

- The IMAGINE Advisory Committee will be led by two Co-Chairs:
 - Director of Fund Development (or another SHARE staff member, as designated by the Director of Fund Development).
 - One volunteer committee member. This position will be determined at the first committee meeting of the event cycle.
- Volunteer note taker, who will be responsible to take, prepare and distribute the meeting minutes. This position will be determined at the first committee meeting of the event cycle.
- Silent and Live Auction Sub-Committee Chair, who will be responsible to work in partnership with the Event Coordinator and Fund Development Officer (staff) to coordinate, solicit and organize the prizes for both auctions and for event day set-up and take down of the auction areas.

Committee Deliverables

All IMAGINE Advisory Committee members will:

- attend meetings as scheduled, 80% attendance is desirable.
- inform Co-Chairs prior if unable to attend any meeting. Members can connect via Skype or conference call to attend meeting remotely if need be.
- be ambassadors of the event in the community by selling both raffle and event tickets. Selling one book of raffle tickets (15 tickets) and four events tickets is the goal for all committee members.
- support the Auction Sub-Committee by securing donated items for our silent and live auctions.

Governance

- IMAGINE Advisory Committee quorum will be attendance by a simple majority of Committee members (simple majority vote - 50% plus 1) and must include representation of SHARE staff.
- Decision making will be by consensus (simple majority vote).

Committee Communications

IMAGINE Advisory Committee communication will take place a scheduled meetings and via email, as required.

Meetings

Meeting schedule will be as follows:

- Once monthly from the start of the event cycle (beginning in September) until 4 weeks from event date.
- 4 weeks from event date, the committee will meet weekly, or as required.
- Meetings will be held at the SHARE King Edward Office, #200 - 25 King Edward St. Coquitlam.
- The regular meeting date and time will be set at the first meeting for the committee.
Note: The committee has historically met at 4 pm for 90 minutes, on a weekday.

If you are interested in joining us or learning more about this volunteer opportunity, please contact:

Valerie Hutton
Director of Fund Development
604.529.5119
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Please contact us on or before August 21, 2017