

## PLANNING COMMITTEES

Below is a listing of committee primary functions and chair responsibilities.

If you are interested in joining a team, please email [volunteers@soundofmusic.ca](mailto:volunteers@soundofmusic.ca). Deadline: October 12

### COMMITTEE CHAIRS (OPERATIONAL)

- Form and lead a committee
- Hold meetings and produce minutes
- Carry out responsibilities to specific committee functions
- Assist with budget creation with timelines
- Report to and work with Executive Director and staff to meet operational budgets, timelines with consideration to other organization functions and implement changes
- Promote success and long-term sustainability
- Provide a wrap up report reviewing activities, successes, issues and improvements

### COMMITTEES - PRIMARY FUNCTION

<b>1. Communications</b>	create a marketing plan including traditional and social media, monitor and report creating and meeting the standards of the brand and organization
<b>2. Downtown Streetfest</b>	program and create a lively environment in the downtown core
<b>3. Eco Team</b>	minimize the organization's impact on the environment, create a positive public awareness and ensure organization events are clean
<b>4. Education</b>	produce year round events that benefit children ages 5-12

<b>5. Fundraising</b>	strive to attain the highest funding to be raised through events, collections and sales of merchandise
<b>6. Licensed Areas</b>	provide and sell alcohol at events meeting regulatory authorities' requirements and maintain the positive perception of the Festival
<b>7. Logistics</b>	plan and produce events in a safe, practical manner meeting requirements of other committees and meeting the standards of organization
<b>8. Security</b>	ensure all events are safe and secure for the public, volunteers, staff, sponsors, suppliers, partners and guests
<b>9. Parade</b>	produce and implement a parade and field show
<b>10. Programming</b>	plan and produce a balance lineup for all events meeting the mandate of the organization considering impact on capacity and revenues
<b>11. Sponsorship</b>	assist Sponsorship Manager to raise maximum amount of sponsorship in cash and in-kind ensuring sponsors are ecstatic and return as well as having multiyear contract to ensure organizational stability
<b>12. Vendors</b>	ensure a wide variety of vendors that complement the atmosphere of the Festival
<b>13. VIP Services</b>	organize and host VIP operations at all events ensuring a welcoming and friendly environment the provides a value add for sponsors and guests
<b>14. Volunteers</b>	recruit and secure volunteers requirements for the organization and events