

**AFP Golden Horseshoe Chapter
2025 National Philanthropy Day
Awards Committee**

CHAIR – VENUE & LOGISTICS

Volunteer Job Description

Members of the AFP Golden Horseshoe Chapter's 2025 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 – Venue & Logistics*** is a member of the NPD Awards Executive Committee, and will focus on event execution for the 2025 NPD Venue and Logistics.

Key Tasks:

- Recruiting and chairing a sub-committee (2025 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 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 Awards Executive Committee commencing in May 2025 through to December 2025.
- 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 in November.
- Volunteer time will be leveraged through committee support and proper planning.