**RMHC Alberta Provincial Golf Committee**

**What is the RMHC Alberta Golf Committee?**

This committee is responsible for assisting with the planning and event logistics for all Ronald McDonald House golf events across the province.

**Event Dates**Red Deer- June 18, Alberta Springs  
Lakeland Region- June 19, Cold Lake Golf & Winter Club  
Peace Region-June 21, The Dunes Golf & Winter Club  
Canmore, June 24, Silvertip Resort

1. **Ronald McDonald House Event Leads**

The event leads are responsible for ensuring the alignment of all Charity Golf Classic tournaments across the province, which includes the following role and responsibilities,

1. **Peace Region:** Megan Durda
2. **Southern & Central Alberta:** Morgan Scott
3. **Lakeland Region:** Oreen Skiba

**Roles & Responsibilities**

* Assist in provincial planning and event execution
* Leadership in event planning and execution (provincially and regionally)
* Budget building and management
* Provincial brand alignment
* Management of critical path, committee roles & responsibilities and meeting scheduling
* Leadership of event day details (tournament operations, show flow, itinerary, venue)
* Venue Management
* Development of fundraising strategy
* Leadership on all marketing collateral and print material
* Registration management
* Food & Beverage

1. **Provincial Tournament Chairs**

Works alongside the event leads to align all tournaments as whole. This person(s) would help assist with a collective vision across the province, but would primary be responsible for recruiting sponsors, registrants, and donor prospecting and cultivation.

**Roles & Responsibilities**

* Assist in provincial planning and event execution
* Help provide outstanding experience for all stakeholders provincially
* Assist in provincial fundraising approach
* Ensure provincial brand alignment
* Provincial donor stewardship and cultivation
* Support RMH awareness and its mission/ impact
* Report to Provincial Event Leads
* Work with event lead to establish tournament operations, scheduling and show flow)

1. **Volunteer Lead- (Lynn, reps in Cold Lake and Grande Prairie)**

This position will be responsible for determining volunteer needs, role descriptions, recruitment, training and stewarding volunteers.

1. **McDonalds representative (Suggestions: Kendall or someone from his crew, Bob Carpenter)**

This position will be responsible for creating and implementing a plan to communicate and engage McDonalds and their crews.

1. **Board/ Development Committee representative (Suggestions: Randy Mouflier)**

This position will be responsible for assisting with the fundraising aspects associated with the event as well as communications and board engagement

1. **Presenting Sponsor representative**

This position will be responsible for communicating back to their organization and determine ways to engage.

1. **Marketing & Communications-** Melissa or Julie

This position is responsible for helping to promote the event, while coming up with new and exciting ways to increase attendance. This would include working with other members or the committee to help get the word out. This may include calling past guests, reaching out to our network to spread the word and more.

**ADDITIONAL ROLES**

1. **Food & Beverage Lead**

This position is responsible for managing all the food and beverage logistics This includes, alcoholic beverages, non-alcoholic beverages and food donations. This will also include coordinating delivery of the items. The food and beverage leads will also need to ensure donors are getting the proper recognition which will be specialized for each donation.

1. **Tournament Logistics**

This position is responsible for setting up and coordinating all hole activities.

1. **Auction Lead**(s)

This position is responsible for assisting with the fundraising aspects associated with the event. This may include organizing raffles, 50/50 draws, live and silent auction bunding, set up and wrap up, pledge drive, managing the online auction platform, auction displays, creative auction binder, lot numbers, signage and more.

1. **Corporate Relations & Sponsorship**

This position is responsible for helping recruit sponsorship, increase registration and help promote the events. This position works closely with our sponsorship manager to recruit new sponsors while ensuring they are benefiting from the event.

1. **Registration Lead**This position is responsible for overseeing the registration desk
2. **Guest/Participants Experience**

This position oversees guest’s experience, this may include but is not limited to recruiting thank you gifts, arranging welcome drinks as guests arrive, coming up with fun and creative ways of incorporating what the House stands for and why guests should support. This position can be quite creative, sky’s the limit!

**Committee Responsibility:**

* Committee members will be responsible for their individual position and are encouraged to contribute to the success of other components of the event.
* With this committee being province wide, participants can attend meetings in person or via video or phone.
* Committee members are encouraged and welcome to volunteer or participate at the event in their regions.

**Expectations:**

1. Attend 75% of regularly scheduled meetings
2. Promote the event within their networks, signing up for the newsletter and like us on social.
3. Bring in at least one team and a minimum of two auction items
4. Contribute to the overall success of the committee
5. Represent Ronald McDonald House Charities® Alberta in a professional manner

**Meeting Schedule**

First meeting will be Wednesday February 10th from 530-630pm.

Meetings will be split - for the first half as a provincial group and break into regional teams for the second portion of the meeting.

We will meet on Microsoft Teams and a link will be sent for each meeting.

Monthly meetings potentially the first Wednesday of every month. This will be decided as a group at the first meeting.

**Disclaimer:** \*\*Please keep in mind these positions not only require your time and energy for the set committee meetings but will also come with tasks to be complete on your own time. As much as we appreciate everyone’s willingness to help, we CANNOT stress enough that we are looking for COMMITTED long term volunteers who can take lead in an area and ROCK IT! Events require a lot of time and preparation and we thank you for your support!!\*\*

Agreement

This agreement acknowledges that

**I have completed the following steps:**  
1) created a profile on the RMHC Alberta volunteer tracking site Volunteer Hub.  <http://rmhca.volunteerhub.com/>. Please check off *interested in joining an event committee.* Or talk to the staff lead.2) Signed up for the RMHC Alberta newsletter. See bottom right on <https://rmhcalberta.org/> to sign up.  
3) Liked the RMHC Alberta on social   
Facebook

* [@RMHCAlbertaCalgary](https://www.facebook.com/rmhcalbertacalgary/)
* [@RMHCAlbertaRedDeer](https://www.facebook.com/rmhcalbertareddeer/)
* [@RMHCAlbertaEdmonton](https://www.facebook.com/rmhcalbertaedmonton/)
* @RMHCAlbertaMedicineHat

Instagram [@RMHCAlberta](https://www.instagram.com/RMHCAlberta/)

Twitter @RMHCAlberta

**I will complete the following steps:**1)Attend at least 75% of meetings

2)**C**ontribute to the overall success of the committee

3) Consider making a personal monetary contribution to the event or RMHC Alberta

4) Bring in at least one team and a minimum of two auction items

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**