

Position Summary:

The Oakville Ride for Dog Guides committee plays a crucial role in ensuring the smooth and successful execution of the event. Committee members will assist in various tasks and activities before, during, and after the ride to help create a memorable and enjoyable experience for participants, sponsors, and attendees. Lions Foundation of Canada Dog Guides empowers Canadians living with disabilities to navigate their world with confidence and independence, by providing a Dog Guide at no cost and supporting them in their journey together.

Time Commitment:

Committee Work: 20-30 hours annually

3 Month Commitment: April - June

Experience in the following areas will be considered an asset:

Legal

Finance

Sponsorship

Hospitality

Fundraising

Technology

Governance

Event Management

Brand Activation

Responsibilities:

1. Pre-Event Preparation:

- Assist with pre-event setup, including route signage, poker run route station duties
- Help distribute promotional materials and flyers to increase event awareness.
- Reach out to local Oakville businesses for support
- Preparation: Members should come prepared for meetings by reviewing relevant materials and agendas provided beforehand.
- Contribution: Committee members are encouraged to share their expertise, insights, and perspectives on agenda items and issues under consideration.

- **Collaboration:** Members should work collaboratively with other committee members to achieve the goals and objectives set forth by the committee.
- **Decision Making:** Committee members may be involved in making recommendations or decisions related to policies, projects, sponsorship, or initiatives within their scope of responsibility.
- **Implementation:** Members may be tasked with implementing decisions or recommendations made by the committee, including overseeing projects, monitoring progress, and evaluating outcomes.
- **Communication:** Committee members should effectively communicate with other members, stakeholders, and relevant parties to ensure transparency, alignment, and understanding of committee activities and decisions.

2. Event Day Support:

- Welcome participants and attendees, providing directions and information as needed.
- Assist with participant registration, including check-in, collection of registration fees, delivery of incentives.
- Organization of riders, or ride captain duties throughout the Ride
- Help set up and oversee raffle, on-site games and entertainment areas.
- Provide assistance and support to event organizers, sponsors, and vendors as required.

3. Post-Event Activities:

- **Evaluation and Feedback:** Committee members may be responsible for conducting post-event evaluations to assess the success of the event, gather feedback from participants, sponsors, and vendors, and identify areas for improvement.
- **Documentation:** Committee members may need to compile documentation related to the event, including attendance records, contracts, invoices, receipts, and other relevant paperwork for record-keeping purposes.
- **Post-Event Analysis:** Members may be tasked with analyzing event data, trends, and outcomes to identify successes, challenges, and areas for improvement. This analysis can help inform future event planning and decision-making processes.

Qualifications:

- Excellent interpersonal and communication skills.
- Friendly, approachable, and customer-service oriented.
- Ability to work effectively both independently and as part of a team.
- Reliable, punctual, and able to commit
- Willingness to assist with various tasks and adapt to changing priorities.
- Ability to stand or walk for extended periods and lift/carry event supplies as needed.

Benefits:

- **Networking:** Committees often consist of individuals from diverse backgrounds, professions, and industries, providing members with valuable networking opportunities to connect with peers, experts, and influencers in their field.
- **Professional Growth:** Serving on a committee allows members to gain exposure to new ideas, perspectives, and experiences, fostering professional growth and personal development.
- **Leadership Opportunities:** Committee roles may offer leadership opportunities, such as chairing subcommittees, leading initiatives, or representing the committee at organizational meetings or events.
- **Community Engagement:** Committee involvement allows members to actively engage with their community, contribute to meaningful projects and initiatives, and make a positive impact on society.
- Receive recognition and appreciation for your time and efforts in supporting the Oakville Ride for Dog Guides and Lions Foundation of Canada Dog Guides.

If you are interested in volunteering for the Oakville Ride for Dog Guides, please contact Evelyn Marshall at emarshall@dogguides.com or 905-842-2891 EXT. 267 to learn more about available volunteer/committee opportunities and how to get involved.