# **Operating Policy – Charity Ball Committee**

1. Purpose
   1. To organize and provide a unique event experience for McMaster students;

* 1. To raise money for local charities.

1. Operating Parameters
   1. The Charity Ball Committee shall only raise money for local charities, including Hamilton-based charities and Hamilton chapters of national charities providing the money remains in the Hamilton community;
   2. The Charity Ball Committee shall be supervised by the Campus Events Director.
2. Personnel Structure
   1. The Chair shall:
      1. Directly supervise the planning, preparation and execution of the annual Charity Ball;
      2. Perform duties outlined in the Charity Ball Committee Chair job description;
      3. Be hired by the Campus Events Director and outgoing Charity Ball Committee Chair.
   2. The Fundraising & Promotions Chair shall:
      1. Lead in developing and implementing strategies for soliciting donations from the community with the Fundraising Sub-Committee Members;
      2. Publicize the event, the selected charities and any other events with the Charity Ball Committee;
      3. Perform duties outlined in the Charity Ball Committee Fundraising & Promotions Chair job description;
      4. Be selected by the Campus Events Director and the Charity Ball Committee Chair.
   3. The Set and Decorations Chair shall:
      1. Lead in the creation and selection of a name, theme and logo for the Charity Ball as well as create centerpieces and props with the Set and Decorations Sub-Committee Members;
      2. Perform duties outlined in the Charity Ball Committee Set and Decorations Chair job description;
      3. Be selected by the Campus Events Director and the Charity Ball Committee Chair.
   4. The Fundraising Sub-Committee Members shall:
      1. Support the Fundraising Sub-Committee Chair in completing his or her responsibilities;
      2. Be selected by the Campus Events Director and Charity Ball Committee Coordinator.
   5. The Set and Decorations Sub-Committee Members shall:
      1. Support the Set and Decorations Sub-Committee Chair in completing his or her responsibilities;
      2. Be selected by the Campus Events Director and Charity Ball Committee Coordinator.