



## Operating Policy – Charity Ball Committee

### 1. Purpose

- 1.1 To organize and provide a unique event experience for McMaster students;
- 1.2 To raise money for local charities.

### 2. Operating Parameters

- 2.1 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;
- 2.2 The Charity Ball Committee shall be supervised by the Campus Events Director.

### 3. Personnel Structure

- 3.1 The Chair shall:
  - 3.1.1 Directly supervise the planning, preparation and execution of the annual Charity Ball;
  - 3.1.2 Perform duties outlined in the Charity Ball Committee Chair job description;
  - 3.1.3 Be hired by the Campus Events Director and outgoing Charity Ball Committee Chair.
- 3.2 The Fundraising & Promotions Chair shall:
  - 3.2.1 Lead in developing and implementing strategies for soliciting donations from the community with the Fundraising Sub-Committee Members;
  - 3.2.2 Publicize the event, the selected charities and any other events with the Charity Ball Committee;
  - 3.2.3 Perform duties outlined in the Charity Ball Committee Fundraising & Promotions Chair job description;
  - 3.2.4 Be selected by the Campus Events Director and the Charity Ball Committee Chair.
- 3.3 The Set and Decorations Chair shall:

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- 3.3.1 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;
  - 3.3.2 Perform duties outlined in the Charity Ball Committee Set and Decorations Chair job description;
  - 3.3.3 Be selected by the Campus Events Director and the Charity Ball Committee Chair.
- 3.4 The Fundraising Sub-Committee Members shall:
- 3.4.1 Support the Fundraising Sub-Committee Chair in completing his or her responsibilities;
  - 3.4.2 Be selected by the Campus Events Director and Charity Ball Committee Coordinator.
- 3.5 The Set and Decorations Sub-Committee Members shall:
- 3.5.1 Support the Set and Decorations Sub-Committee Chair in completing his or her responsibilities;
  - 3.5.2 Be selected by the Campus Events Director and Charity Ball Committee Coordinator.