

3M RETIREE CLUB

SPECIAL EVENTS COORDINATOR

This position is a voting member of the incumbent 3M Retiree Club Executive Committee. Its primary responsibilities are listed below.

- Act as point person to oversee Retiree Club events, recruit sub-committee leaders and secure volunteers for various events:
 - Identify events that could be offered to Retiree Club members throughout the year (i.e. offer an assortment of events that will be of interest to a variety of pastimes).
 - Recruit event leaders to organize functions such as Retiree Luncheons & Annual Banquet. Assist in securing retiree* and 3M Club volunteers to execute event.
 - Assist 3M Club in securing retiree* volunteers for Family Picnic, Children's Festive Party etc.
 - Liaise with 3M Club to identify opportunities that can be extended to 3M retirees (i.e. Columbia Employee Store, London Knights tickets etc.).
 - Liaise with external event suppliers to select appropriate activities for Club members (i.e. Huff N' Puff, Budweiser Gardens etc.).
 - Coordinate (selected) day trips with Huff N' Puff organization (including creation of promotional material, accepting registrations and coordination with Club Treasurer to collect payment).
 - Create standardized Special Event flyers for various events.
 - Identify opportunities for rebates/discounts for Retiree Club members.
 - Maintain standardized checklists for coordination of retiree events.
 - Maintain an inventory of potential special events (i.e. new ideas, past successful events).

Note that the above responsibilities are often handled in conjunction with other members of the 3M Retiree Club Executive (i.e. President, Vice-President, Treasurer, Website Services, Secretary).

**The membership list contains many 3M retirees who have indicated an interest in volunteering.*