

Committee Team	Task Description
<p>Business Development Team</p> <p>Team Lead:</p> <p>Team Members:</p>	<p><i>Main Task: Attract potential sponsors and manage existing sponsor accounts</i></p> <p>Team Lead: Manages and oversees all aspects of the Awards sponsorship accounts. Keeps track of task list and makes sure all tasks are completed on time. Reports to Event Chair and provides update of progress at meetings.</p> <p>Team Tasks:</p> <ul style="list-style-type: none"> • Develop concrete sponsorship hunting strategy to meet business development goals • Revise and maintain sponsorship letters, contracts and documents • Research and reach out to potential sponsors, follow-up and secure sponsorships • Focus on building a long-term mutually beneficial partnership with sponsors • Work with other Committee Teams and assist with other project deliverables
<p>Marketing Team</p> <p>Team Lead:</p> <p>Team Members:</p>	<p><i>Main Task: Promote the Achievement Awards via various media outlets and produce marketing materials</i></p> <p>Team Lead: Act as Editor for all media and communication related materials. Manages and oversees marketing activities and keeps track of task list and makes sure all tasks are completed on time. Reports to Event Chair and provides update of progress at meetings.</p> <p>Team Tasks:</p> <ul style="list-style-type: none"> • Compose communication items such as Press Release, Email templates, and any marketing materials • Compose website content as well as e-newsletters to promote the Awards • Compose blogs on topics of interest to youth, to publish on the CCCYC Social Networking Site • Implement marketing activities to promote the Awards application process (studentawards.com, contact schools and other youth organizations) • Implement marketing activities to promote the Awards Ceremony (invite School Trustees, Principals, VIPs, CCC Directors, Judges, students, etc) • Create visuals such as posters or website graphics for marketing purposes • Work with other Committee Teams and assist with other project deliverables

Committee Team	Task Description
<p>Volunteer & Resource Management Team</p> <p>Team Lead:</p> <p>Team Members:</p>	<p><i>Main Task: Allocates and manage resources such as room facilities and volunteers</i></p> <p>Team Lead: Manages and volunteers for the course of the Awards. Allocates other resources required during judging and interviews. Keeps track of task list and makes sure all tasks are completed on time. Reports to Event Chair and provides update of progress at meetings</p> <p>Team Tasks:</p> <ul style="list-style-type: none"> • Recruit volunteers via e-news, CCCYC Reps etc • Organize orientations and training sessions for volunteers • Maintain volunteer contact list and manage all communications required to coordinate volunteers • Refine volunteer selection process and fit volunteers with appropriate positions • Prepare training and tip sheets for volunteers • Assist with room bookings, equipment management and scheduling • Plan and organize team-building activities • Work with other Committee Teams and assist with other project deliverables
<p>Web Media Coordinators Team</p>	<p><i>Main Task: Manage any IT related matters such as the CCCYC website, online forms or servers</i></p> <p>Team Lead: Manages the CCCYC website and ensures all updates are done in a timely matter. Keeps track of task list and makes sure all other tasks are completed on time. Reports to Event Chair and provides updates of progress at meetings.</p> <p>Team Tasks:</p> <ul style="list-style-type: none"> • Implement website updates and work with Media & Marketing on content of blogs, wikis, and social networking sites • Design website layout and content flow, with website usability in mind • Maintain online form for guest registrations • Maintain or create new online albums for CCCYC events • Create and maintain projection slideshow for Awards Ceremony (currently Flash based) • Develop and partake in other creative IT-related projects • Work with other Committee Teams and assist with other project deliverables

Committee Team	Task Description
<p>Events Planning Team</p>	<p><i>Main Task: To brainstorm and organize quarterly events for CCCYC team, and the community</i></p> <p>Team Lead: Encourages idea generation and communication in the team; Keeps track of task list and makes sure all other tasks are completed on time. Reports to Event Chair and provides updates of progress at meetings.</p> <p>Team Tasks:</p> <ul style="list-style-type: none"> • Generate ideas for events with positive contribution to the community, possibly targeting at youth and/or promoting cultural awareness • Organize events for CCCYC executives for team-building purposes • Work closely with the Volunteer & Resource Management Team to ensure event success • Work with other Committee Teams and assist with other project deliverables