The first dental school in Western Canada turns 100 in 2017. The School of Dentistry, part of the Faculty of Medicine & Dentistry at the University of Alberta is about to celebrate a great milestone and spend the year demonstrating how they have been and will continue to be “vital to the health of our communities”.

We need your help! In order to pull off this kind of celebration, a contingent of volunteers must be on hand and work with us to ensure success. Virtual participation (VP) roles are indicated.

Opportunities:

1. **History Committee**

   Are you a history buff? Do you like digging through dusty, old photos and books? Well this is the job for you. This committee would work with the School of Dentistry Communications and Events & Engagement personnel to source and gather a comprehensive timeline of the past 100 years. The timeline will be used in a number of different ways leading up to and during the celebrations. Duties *may* include;

   - Visits to the U of A Archives and sourcing collateral pieces highlighting past events and accomplishments at the School,
   - Scanning historic images and documents for inclusion on the centennial website or for reproduction, *(VP)*
   - Assisting in the design, construction and install of displays related to the history of the school,
   - Assisting in the development of a visitor program for the School of Dentistry museum.

2. **Event Committee**

   This committee would work with the Events & Engagement to plan and execute well thought out, professional events in celebration of the School of Dentistry’s centennial. Each event will be divided into five specific areas of attention:

   - Logistics and Safety
   - Marketing & Promotion
   - Hospitality & Volunteer
   - Sponsorship Stewardship
   - Program

   Duties may include;

   - Invitation and RSVP database management *(VP)*
   - Research into permit/insurance/safety requirements for events *(VP)*
   - Distribution of electronic marketing to community pages, radio, television and newsprint community listings. *(VP)*
• Greeting guests and working registration desks
• Event setup and tear down

3. **Centennial Champions**

This committee will be comprised of people that would like to take a more hands on role in the centennial celebrations promotions and communications. Working with Events & Engagement and Communication team members, champions would be the voice on the street assisting with spreading the word at community and industry networking events as well as assisting by taking the show on the road to local and regional events in their community.

Duties may include;

• Hosting the centennial outreach booth at student, faculty and university events
• Hosting outreach opportunities at public community events related to our mission statement “Vital to the health of our communities
• Identifying opportunities to champion the Centennial Celebrations
• Speaking engagements
• TV, radio or printed interviews
• Social Media Ambassador

4. **Sponsorship Committee**

This committee would work with the School of Dentistry administration in sourcing and securing sponsorship for the centennial celebrations. This role is vital to the success of the celebrations and will require individuals ready to meet with potential sponsors, talk about the celebrations and the return on investment opportunity connected with the 100 year events.

Duties may include;

• Identifying potential sponsors through research, existing or new networks and keeping it top of mind in business interactions
• Sharing sponsorship benefits when the opportunity arises
• Sharing that contact information of potential sponsors with School administration for follow up.
• Attending sponsorship meetings for initial ask when developed relationships exist and when appropriate.

**What’s in it for you?**

• A behind the scenes look at how the School is going to celebrate the milestone.
• A letter of reference/acknowledgement for your term on the committee,
• Interaction with alumni, staff, students and fellow volunteers,
• Practical research skills,
• Volunteer hours towards recertification
• Contributing to a project with tangible impact on School of Dentistry Centennial Celebrations,
• Access to volunteer perks, including; exclusive committee centennial swag item, invitations to all centennial events, volunteer socials and free admission into select ticketed events.

**Skills/Experience:**

• No previous experience required.

**Dates and Shifts**

Committee meetings will occur on a quarterly basis or on an as needed basis. Virtual attendance will be accommodated. Event dates will vary and shifts will be assigned based on your availability. There are a number of areas where virtual participation (VP) can be accommodated in each of the four committees. Please contact the Events and Engagement for additional information.

For more information or to express interest, please contact;

**Jody Paulson**  
**Events & Engagement**  
780-492-5431  
Jody.paulson@ualberta.ca