

CCC Foundation.

Volunteers



Courage

To begin the journey

Compassion

To live the journey

Commitment

To complete the journey



Background

- CCC is a not for profit organisation that started in 2003 to support children with cancer in Sri Lanka
- CCC is run by voluntary committees and all profits go towards CCC Projects.
- CCC has grown over the years and has teams in Australia (Melbourne, Sydney, Brisbane) and Sri Lanka
- CCC works with its partners RCH, Peter Mac and Lifeline
- CCC works in the areas of:
 - Cancer – CCCHouse
 - Mental Health – CCCLine & CCCIndigenous



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Our Vision

Our vision of ***Building Bridges of Hope*** is about linking people and organisations to provide long term and ongoing benefit to our beneficiaries.

Our Purpose

Our purpose is to ***Make People Feel Better*** by bringing hope to the needy and satisfaction for the providers.

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Guiding Principles

Courage

Courage is to begin the journey
To take steps forward through diversity to
challenge ourselves and the norms

Compassion

Compassion is to live the journey
To value and empathise with ourselves
and the people around us

Commitment

Commitment is to complete the journey
To persevere through hardship to
achieve wellbeing for all

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Values

Conscience

To do the right thing no matter what the outcome

Collaboration

To respect differences and work together for the common good of all

Communication

To be professional, courteous, friendly and respect the confidentiality of all

Competence

To strive for excellence and continuous improvement in everything we do

Confidence

To be well prepared and believe in our ability to put plans into action

Capacity

To develop resilience in ourselves and in people around us

Caring

To care for ourselves to care for others

Courage

To begin the journey

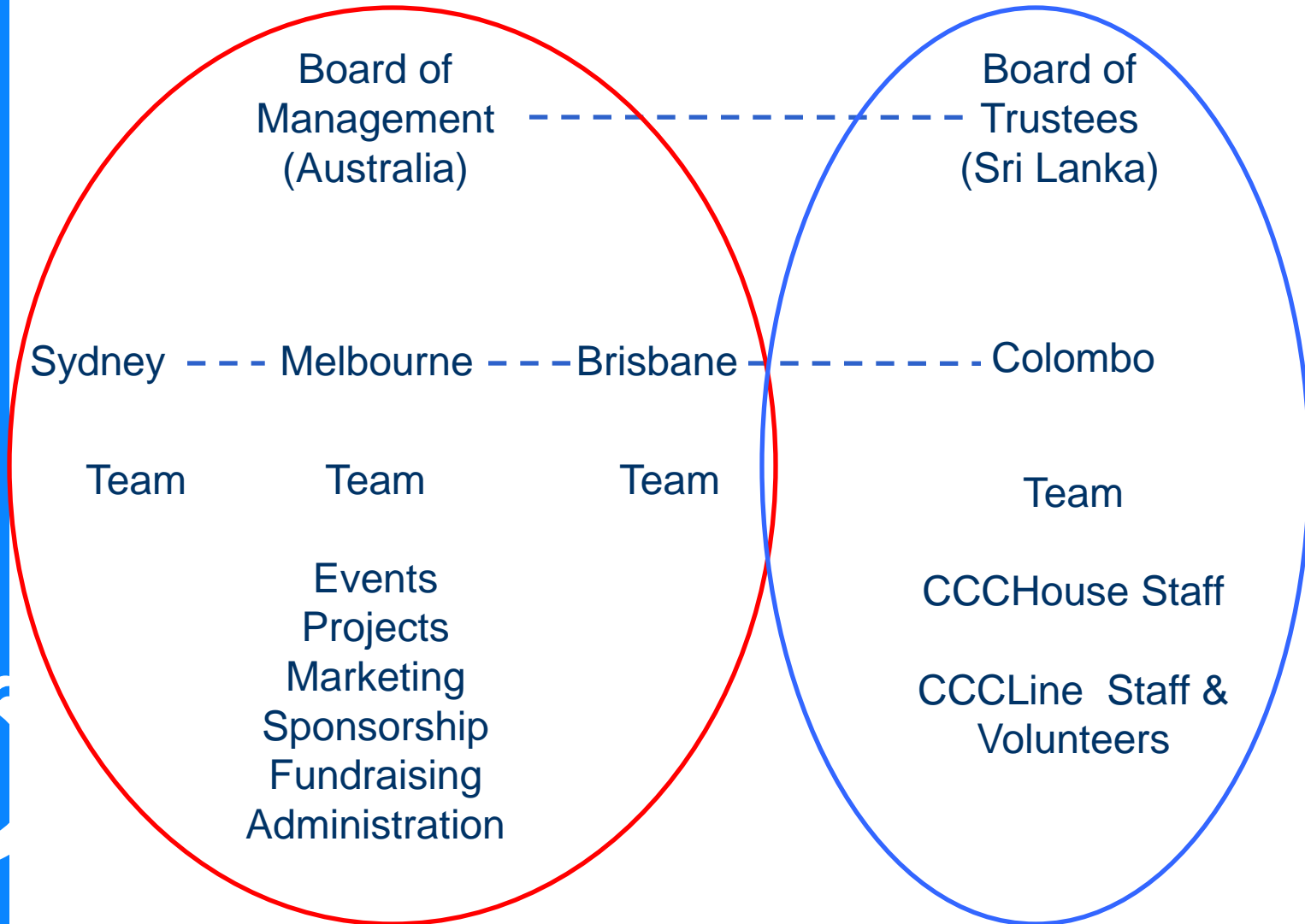
Compassion

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Our Organisation



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How you can help!

There are various roles and positions available for volunteers to get involved and support CCC

- ❖ Marketing
- ❖ Events / Fundraisers
- ❖ Sponsorships
- ❖ General Administration



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Marketing

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Graphic Designer

Purpose:

Produce design solutions to communicate CCC messages with high visual impact.

Job Description:

Design events flyers, tickets , raffle cards, brochures, sponsorship flyers etc,

Experience and Qualifications:

Graphic design experience

Expected Duration: Minimum One to Two years

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Website Assistant

Purpose:

Ensure the CCC website is constantly updated

Job Description:

- Assist with the layout, visual appearance and usability of the CCC website
- Ensure relevant information is uploaded

Experience and Qualifications:

Experience in web design will be advantageous, however not compulsory. Training will be provided

Expected Duration: Minimum One to Two years



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E-Newsletter / Database Co-ordinator

Purpose:

Manage the database and ensure CCC supporters receive a quarterly E-Newsletter and invites for CCC events.

Job Description:

- Manage and update CCC database
- Develop and manage relevant information for each issue
- Liaise with CCC events coordinator , journalist and Chairman for latest CCC news

Experience and Qualifications:

Prior experience / Qualification in IT will be advantageous, however not compulsory. Training will be provided

Expected Duration: Minimum One to Two years



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Social Media Co-ordinator

Purpose:

Through various social media like FaceBook, Tweeter, LinkedIn, ensure the general public are kept up to date with CCC's projects and achievements, means of donating and are aware of CCC events and fundraisers

Job Description:

Ensure the various social media are developed and regularly updated

Experience and Qualifications:

Experience in social media campaigns will be beneficial but not essential.

Expected Duration: Minimum One to Two years

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Journalist

Purpose:

Share CCC achievements and progress with the community and create awareness about past and future events

Job Description:

Write articles and media releases for the CCC quarterly E-Newsletter and for local and Sri Lankan newspapers.

Experience and Qualifications:

Experience in journalist/PR will be advantageous, however not Compulsory, however excellent writing skills is required.

Expected Duration: Minimum One to Two years

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Events

Decor and Theme Coordinator

Purpose:

Ensure that the decor of all CCC events are of a high standard while being aligned with the theme of the events.

Job Description:

- Liaise with CCC event coordinators to develop suitable decor
- Approach businesses to donate all/some decor items

Experience and Qualifications:

Previous experience will be highly beneficial, however a desire to be creative and proactive will be highly regarded.

Expected Duration: Minimum One to Two years

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Entertainment Coordinator

Purpose:

- Ensure all CCC events have appropriate sound and lighting
- Ensure bands and DJ's are suitable for all CCC events

Job Description:

- Seek suitable suppliers of sound and lighting etc.
- Seek bands and or DJ's for CCC functions

Experience and Qualifications:

Prior experience will be beneficial, however willingness to seek a professional entertainment package for pro-bono or at a discounted rate will be highly regarded.

Expected Duration: Minimum One to Two years



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Raffle Coordinator

Purpose:

Ensure raffles at all CCC events runs smoothly

Job Description:

- Seek donations for raffle items including writing to organisations requesting gift cards/vouchers
- Manage all operational aspects like ticket printing and float for raffle
- Manage a team of members to sell raffle tickets

Experience and Qualifications:

Experience in managing raffles will be highly regarded but not essential

Expected Duration: Minimum One to Two years



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Auction Coordinator

Purpose:

Ensure live and silent auctions at CCC events runs smoothly

Job Description:

- Seek donations for live/silent auctions items including writing to organisations requesting gift cards/vouchers
- Manage all operational aspects like display of items, print bid forms, manage the float and credit card payments etc.

Experience and Qualifications:

Experience in managing will be highly beneficial, however not essential. Training will be provided.

Expected Duration: Minimum One to Two years



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Youth Committee Member

Purpose:

Create awareness and raise funds for CCC through events and fundraisers

Job Description:

- Actively participate in all operational aspects of running an event
- Take responsibility for a minimum of 20 tickets for the main Youth Event

Experience and Qualifications:

Experience in organising events will be beneficial, however not essential.

Expected Duration: Minimum One to Two years



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Ticket Coordinators

Purpose:

Contribute to the overall tickets sales for CCC functions

Job Description:

Take responsibility for a minimum of 20 tickets for particular events

Experience and qualifications:

Proactive approach to selling tickets to one's network

Expected Duration: Minimum One to Two years

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Sponsorships

Sponsorship Coordinator / Team Members

Purpose:

- Enhance profit for all CCC events and projects
- Enhance credibility for CCC and CCC events

Job Description:

- Approach organisations and businesses for monetary and in kind sponsorship
- Develop the Sponsorship Packs for various events and projects

Experience and Qualifications:

Prior experience will be beneficial, however a proactive and willingness to approach potential sponsors will be highly regarded.

Expected Duration: Minimum One to Two years



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Fundraising

Fundraising Coordinator / Team Members

Purpose:

- Raise funds for CCC through external events/initiatives
- Develop relations to raise funds through partnerships

Job Description:

Approach individuals and associations / committees / organisations to host their own fundraiser for CCC or in partnership with CCC

Experience and Qualifications:

Prior fundraising experience will be beneficial, however a proactive and willingness to approach individuals and organisations will be highly regarded.

Expected Duration: Minimum One to Two years



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General Administration



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Admin Assistant

Purpose:

Assist with general administration duties to ensure CCC operates effectively and efficiently

Job Description:

Process donations, Send thank you letters, Issue and post receipts, Write Invoices, Manage direct debits are some of the many jobs that fall into this area

Experience and Qualifications:

Administrative qualifications and/or experience will be beneficial.

Expected Duration: Minimum One to Two years



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Personal Qualities of a CCC Volunteer

- Willingness to help people
- Supportive of the work of CCC Foundation
- Have qualities of :
 - Courage
 - Compassion
 - Commitment
 - Honesty
 - Takes Initiative / Proactive



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Attendance for Meetings

- Many of these roles don't require that you attend monthly meetings, however, you will need to be in contact with particular committee members on a regular basis.
- Many of these roles require that you dedicate your time throughout the year to fulfil your duties.



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Thank You

It is not often we are given opportunities “To Make People Feel Better” or even save a life. What I have come to realise is there are only a few who see and feel such opportunities and actually do something about it. I believe this is called Compassion.

The members of the CCC Foundation are proud to be part of an organisation whose purpose is to “Make People Feel Better”. I encourage you to grab the opportunities with both hands, cherish it, and leave your mark in our efforts to improve the wellbeing of people.

Success of CCC will depend on your commitment to our Vision and Purpose, your resilience to face the challenges as we move forward, and your confidence in yourself and the services we provide. Success is not what we will achieve at the end, but it is what you are willing to offer and learn in our endless journey.

I thank you for offering your Courage, Compassion and Commitment to continue our journey “To Make People Feel Better”.

**“The health of a nation is not judged by the number of able bodies,
but on the number of able minds”**

Jetha Devapura, Founder & Chairman, CCC Foundation.



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Thank you for Your
Attendance



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Looking forward to
working with you!