



Queen of the Snows Candidate Committee Role Descriptions 2025

The Queen of the Snows (QOS) Candidate Committee provides the structure and support for the program throughout the year with a focus on recruitment, outreach, and professional development. Participation is required year-round, with increased time commitments at varying times of the year based on specialty assignment. Members are expected to demonstrate a commitment to the success of the program through an honoring of the history, a future-focused lens, the development of women in our community, and the mission and vision of the Saint Paul Festival and Heritage Foundation (SPFHF).

QOS Candidate Committee Chair (one position)

Key responsibilities:

- Serve as lead for QOS Candidate Committee; provide direction and support to committee members; respond to any committee issues.
- Propose and manage annual budget; provide regular reports; coordinate the reimbursement and invoice payment process in partnership with the SPFHF office
- Convene meetings with committee members throughout the year.
- Oversee the development and implementation of robust recruitment strategies in alignment with the goals, mission, and vision of the SPFHF.
- Manage online content and respond to requests for information; update the annual application process.
- Manage the candidate application process including securing of sponsorships, deadlines and coordination with SPFHF office.
- Coordinate candidate appearances in partnership with internal and external stakeholders; communicate appearance details.
- Oversee QOS candidate program social media in alignment with the SPFHF.
- Development partnerships with other community organizations and festivals.
- Coordinate appearance details and expectations with the Selection Committee liaison.

Important attributes of the QOS Candidate Committee Chair include:

- Strategic thinking skills, ability to convey the vision and manage multiple components and members; future state and outcomes focused
- Ability to synchronize the components of the program and delegate appropriately
- Creativity to identify barriers and develop options; resiliency and ability to navigate challenging situations
- Ability to communicate effectively
- Presentation and facilitation skills in large and small groups
- Budget management

QOS Candidate Committee Member(s) (3-5 positions)

Key responsibilities:

- Attend and actively participate in meetings throughout the year.
- Lead one specialty area within QOS program such as social media, community outreach, candidate appearance liaison, wardrobe, etc.
- Display a commitment to the candidate experience including proposing and implementing innovative and community focused recruitment, ensuring appearances are in alignment with professional development efforts and meet program goals.
- Assist in securing sponsors for individual candidates and/or program segments.
- Serve as the lead/primary contact for candidate events as assigned.

Important attributes of the QOS Candidate Committee Members include:

- Demonstrated commitment to professional development of women at any stage of life
- Organizational skills, attention to detail
- Creativity to develop options for recruitment, marketing, events, and communication
- Ability to execute details needed for various activities and events.
- Work as a team and lead as appropriate
- Attend meetings throughout the year
- Lead a specialty committee as Chair or Co-Chair

Note: All QOS candidate members must be 21 years of age.

2025-2026 QOS COMMITTEE APPLICATION

FULL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PRIMARY PHONE: _____

EMAIL ADDRESS: _____

Positions you are interested in for the 2025-2026 QOS Program:

_____ Committee Chair

_____ Committee Member

Provide us with your answers to the following questions:

1. Tell us about your experience volunteering in the community including your role(s) and the organization(s). How has your experience prepared you for this role?
2. Why are you interested in serving on the QOS Committee?
3. What skills and experience will you bring to this committee?
4. Tell us about your experience with the Saint Paul Winter Carnival (prior involvement is not required).
5. Any other information you would like to share.
6. Provide the contact information from two or more of your most recent and/or related volunteer role(s) for use as a reference (name, organization, telephone number, email address).

Providing a resume in addition to your responses to the above questions is optional.

Applications will be reviewed starting on April 21 until positions are filled, virtual interviews will be scheduled individually.

Questions? Contact Lisa Jacobson at lisaj@spfhf.org

Submit your application via email to lisaj@spfhf.org or mail to

SPFHF, 75 W. 5th Street, Suite 429, Saint Paul, MN 55102