

AAUW Port Townsend Job Description – Reviewed April 2019

JOB: **Silent Auction Coordinator**

JOB TYPE: Committee/Project Chair; Appointed Director

BOARD ATTENDANCE: When needed. (from October through March is advised). If you cannot attend submit a report to the Co-President chairing each Board meeting,

VOTING MEMBER OF BOARD: No

DURATION OF SERVICE: Not specified (2 years is suggested)

RESPONSIBILITIES:

1. Overall: coordinate the annual Silent Auction held in February.
2. Specifically: ensure membership knows what kinds of items are appropriate for donating to the Auction, write articles for the Focus, give brief announcements at the branch meetings about the Auction, arrange collection sites, solicit items and experiences, store auction items, set up auction on day of event, dispose of items that do not sell, handle any details, send receipts and thank you notes, prepare a Final Report of the event. Recruit helpers for these activities. Report your progress and concerns at Board meetings.

SIGNIFICANT CALENDAR MILESTONES:

Three- to Two Months Prior to Auction:

- Prepare a Focus Article for December and January and February publications.
- Announce the plans for the Silent Auctions as part of the November, December and January meetings. Advertise to the public if you choose.
- Recruit Volunteers: Get sign-ups for cooks to prepare brunch items if brunch is offered. Request additional volunteers for set up/clean up and cashiers. Make sure there is a team of volunteers to contact merchants for donated items and gift certificates for baskets, if we use the same format at 2019.
- Attend Board meetings for the two-to three-month period prior to the Auction.
- Decide if you need to advertise this event to the public keeping in mind the implications if we are also serving food. (Health Dept. Requirements).

One Month Prior to the Auction:

- Work with the team collecting merchant experiences, and make sure someone is contacting massage therapists who have donated in the past. Have someone in charge of creating and tracking the experience flyers and when done, print two copies in color or more for donations of dinners and classes offered for larger groups.
- Prepare the experience baskets and Experience Flyers: Select a theme and group donated items. Decide what kind of containers will be used for the baskets. Calculate a value for each basket and a minimum bid. If items in the basket are obscured, take photos of the contents to include on the experience flyer. Prepare all flyers for the baskets and make two copies.
- Once all experience flyers are color copied, place them in two notebooks, one for distribution during the auction along with a bid sheet. The other is for the cashiers and should include in the plastic sleeve, the gift certificate or voucher to be given to the successful bidder.
- Notify Cashiers the procedure you will use for collecting cash or checks at the end of the auction.

Auction Day

- Set up the auction tables by classes or fixed bid amounts, versus the items that go to the highest bidders. Experiences should be arranged by categories, like massage, dinners, lunches etc.
- Arrange to get into the Elks by 8:00 AM or earlier if the Auction starts at 9:00 or 9:30 AM.
- Only a small team is needed to set up the auction items (3). If you offer brunch, more helpers are needed for that, preferably 5 or 6. The same number of volunteers for each task should be used for clean-up.
- All procedures used or check out once the auction is over must be clearly explained, particularly if bidders are expected to help with their own tally.
- All checks made payable to UWF.
- KEEP ALL BID SHEETS: Assign a person to verify each unsold item and write "not sold" or "NS" on the Bid Sheets. Have bid-sheet for each sold and unsold item offered in the auction.

Follow up Post Auction:

- Notify experiences donors of the names of their winning bidders. Handle any items with bids that were not picked up by the bidder as they may still need to pay and deliver or have the bidder pick up any items not retrieved at the auction.
- Collect any funds needed from bidders who did not pay the full amount owed at the time of the auction.
- Send charitable tax receipts and thank you notes and receipts for experiences donors. There are forms you can modify from prior auctions.
- Write follow-up article with pictures for March Focus.
- Prepare a spread sheet for items sold, by category if possible, to include with your final report. See spread sheets from prior auctions on the removable drive.
- Revise this job description as needed.