

## Auction Chair

Review of role, responsibilities and leadership attributes:

- Serve as the lead for the annual auction, including tracking donations, marketing the event, and oversees the committee work.

Reports to: Director of Procurement

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: Average of 5 hours per week / week prior will probably be more

Specific Responsibilities:

| TASK  | INDIVIDUAL RESPONSIBLE          | CONSULTANTS / CONTRIBUTORS | TIME FRAME        | RESOURCES        |
|---|---------------------------------|----------------------------|-------------------|------------------|
| Plans the logistics timeline and calls with committee | Chair                           | Dir of Procurement         | June 1 – Sept. 30 | Application Form |
| Secures and contracts the venue                       | Chair & Director of Procurement | Dir of Procurement         | June 1 – July 1   | Application Form |
| Select the F&B  | Chair & Board                   | Dir of Procurement         | July 1 – August 1 | Application Form |
| Communicate event marketing details                   | Chair & Communications          | Dir of Procurement         | June 1 – Sept. 30 | Application Form |
| Oversee the committee and work                        | Chair & Director of Procurement | Dir of Procurement         | June 1 – Sept. 30 | Application Form |
| Manages auction onsite set up and timeline with MC    | Chair or Committee Member       | Dir of Procurement         | Auction Date      | Application Form |