

CEF AUCTION CHAIR

JOB DESCRIPTION

Lead and direct the largest fundraiser for Camas Educational Foundation (CEF). The Chair will get to know many of the Camas families and community and be inspired by the tremendous enthusiasm surrounded by this annual event. Must be very organized, resourceful, positive and solution oriented as well as a good communicator. Expected to attend the event and serve as host and socialize with guests.

RESPONSIBILITIES:

- Provides the overall vision of the auction
- Periodically attends CEF board meetings for updates and approvals
- Sets, leads, and attends auction committee meetings as needed
- Secures date, facility, and auctioneer 10 months in advance
- Establishes a master calendar for the event planning and follows up with chairs and leads to ensure all tasks are completed
- Maintains and oversees budget spending
- Oversees procurement goals to be in alignment with revenue goals and assists with procurement as needed and provides approval on database entries
- Determines schedule of events and communicates to all volunteers and vendors Creates Live Auction notebook for auction recorder/auctioneer
- Meets with auctioneer to plan the evening's flow
- Monitors event activities throughout the auction event
- Maintains event notebook and documents for future events
- Serves as a resource to future Auction Chairs and coaches as needed
- Works in conjunction with auction sub-committee leaders to ensure all aspects of the auction are completed including:
 - Design and printing of auction supplies – procurement forms, letters, envelopes, posters, invitations, catalog, event signs, silent auction bid slips, bid cards, etc.
 - Transport of auction items to event venue on day of event
 - Ticket sales meet targets
 - Ensure that all auction items have been received, assigns item numbers, and ensures that auction certificates and items are ready for auction
 - Venue coordination: menu, event logistics, permits, liquor, servers & bartender volunteers, set-up details
 - Auction communication to the Camas school community through e-mails, newsletter submissions, and web site
 - AV needs coordination, e.g. sound, music, screen, DVD player, etc.
 - Event set-up and clean-up
 - Ensures Thank You notes/letters are sent to donors, vendors and volunteers

Volunteer Time: 6-8 months, 150-200 hours spread out over time. The majority of the time is spent in the last 2 months leading up to the auction.