



# Auction Chair

## Role Description

The Auction Chair is the master motivator behind the Auction. They work closely with the Associate Director and the Development Coordinator to plan the Center's largest event of the year. The Auction Chair is responsible for overseeing committee members and being available to help with any problems that may arise. They will help keep the team on schedule by setting expectations, motivating, and empowering committee members to be successful. The Chair will also communicate regularly with key auction leadership to report progress, issues, and needs to Center staff.

To be effective, an event chair takes a big picture view of the organization and its fundraising goals. We need a person who can remain connected to projected outcomes while also being fully present to the details of the moment. They understand how to delegate, and are flexible enough to allow for adjustments along the way.

The Chair will welcome attendees to the auction publicly. They will champion this auction as a community-builder and highlight how the event impacts our mission as a result of the dollars raised. The Chair will work closely with Center staff to coordinate major details of the event.

Responsibilities include:

- Together with the Fundraising Committee Chair and Center staff, hold regular meetings for committee reports, project updates, issue escalation, discussion, and resolution.
- Help recruit sub-committee chairpersons and volunteers.
- Work with Center staff to finalize an overall auction timetable with deadlines.
- Communicate regularly with committee chairs and volunteers on status of tasks.
- Monitor quality and timeliness of task completion.
- Participate in media relations with Center staff.
- Work with Auction leadership and Center staff to troubleshoot issues that arise.
- Provide training and guidance for the Auction Vice-Chair.
- Be enthusiastic and flexible.