



Auction Vice-Chair

Role Description

The Auction Vice-Chair works in tandem with the Auction Chair, acting as co-organizer and “First Lieutenant” to the chairperson. Ideally, the Auction Vice-Chair will become the Auction Chair when that person retires from their position.

The Vice-Chair position calls for great people skills and the ability to work closely and effectively with a team of volunteers. The Vice-Chair will assist the chair in handling some of the most important details leading up to event night, and will help support other committee members as needed.

Responsibilities include:

- Shadow the Auction Chair in order to learn what is required of the position.
- Help recruit sub-committee chairpersons and volunteers.
- Lead the effort to secure a dynamic and engaging Auction speaker.
- Assist in the creation of institutional memory; that is, keeping track of what is working well (or not) for the benefit of next year’s event.
- Assist with subcommittee tasks as needed.
- Take on additional tasks as needed to support Auction leadership and Center staff.
- Be enthusiastic and flexible.