



Position Description 3.03.01
Date of Enactment December 2018
Date Last Reviewed December 2018

SEMINAR AUCTION COORDINATOR

DEFINITION AND OBJECTIVE

The Seminar Auction Coordinator shall be a position reporting to the Auction Committee Chairman

STRUCTURE AND TERM OF OFFICE

The term of office for the Seminar Auction Coordinator will be one year.

POSITION DESCRIPTION

1. With the assistance of volunteers (typically available Board members and Area Reps), coordinate set-up of auction site at National Seminar.
 - a. Unpack boxes of inventory and supplies shipped by Auction Chair.
 - b. Prepare display of Silent Auction items:
 - i. Attach painted canvases to streamer ribbons in item-number order. Depending on canvas sizes, approximately four painted canvases may be attached to each streamer ribbon (with staples, pins, or binder clips).
 - ii. Hang streamer ribbons from drapes using binder clips or safety pins. Ensure that streamer ribbons are spaced far enough apart that the bid sheet for a particular canvas can be placed on the table near the canvas.
 - iii. If there are finished items in the silent auction, arrange these on tables in item-number order.
 - iv. Place bid sheets in item-number order on tables near the related canvas or silent auction item. Place one golf pencil next to each bid sheet.
 - c. Arrange online auction items, if any, with each item's number card on a separate table (or tables).
 - d. Prepare display of Buy-It Now items:
 - i. If there are enough threads to make thread bags, fill each paper bag approximately 1/3 full with a variety of available threads (silks, cottons, metallics, overdyes, novelty, etc.). Thread bags are typically priced at no more than \$20.
 - ii. With colored markers, judgmentally price remaining buy-it now items (typically \$1, \$5, \$10, \$15, \$20). For example, the designated color for \$1 items might be black. Canvases are marked on a canvas edge and books are marked inside the cover. Other items may be marked with stickers if there is nowhere to mark them without harming the items.
 - iii. Arrange items on tables by price (e.g., the \$1 table is separate from the \$5 table).



2. Perform other pre-event activities:
 - a. Working with the Treasurer, obtain a "bank " of change (bills and coins) from the hotel to have on hand as change for customers who are paying with cash.
3. Conduct an Auction Frogs training session for volunteers who will be working in the check-out area. Note: Any volunteer working check out must have a tablet or laptop with wireless connectivity to access Auction Frogs.

Perform the following on the days the Buy It Now event is open:

 - a. Ensure that sufficient volunteers are on hand to answer questions and check out customers.
 - b. Along with other volunteers, participate in the customer check out process (i.e., generate invoices on Auction Frogs and receive payment on those invoices). At the same time, supervise the other volunteers who are assisting and answer questions/resolve issues if and as they arise.
 - c. In the last hours or final day of a multi-day Buy It Now event, consider marking unsold items down to the next lowest price point.
4. Perform the following immediately before and then after the designated closing time of the Silent Auction:
 - a. Five minutes before the posted closing time, announce the five-minute warning.
 - b. One minute before closing time, announce the one-minute warning.
 - c. At the closing time, announce that the Silent Auction has closed and ensure that no further bids are placed.
 - d. Pick up bid sheets and golf pencils.
 - e. Remove streamer ribbons from curtains. Remove painted canvases from ribbons; discard used ribbons.
 - f. Input information from bid sheets into Auction Frogs (i.e., the name or number of the winning bidder, the final bid amount) and print invoices.
 - g. Match invoices with items and arrange for easy identification during the pick-up process (typically, alphabetically by last name of winning bidder). Note that one bidder may have won multiple items.
 - h. Consider putting unsold Silent Auction items on a Buy It Now table (priced at the minimum bid price per the bid sheet).
5. The Auction (Silent and potentially Online) pick-up hours require two sets of volunteers - one group to retrieve items for winners, and one group to check out winners through Auction Frogs.
 - a. Checking out items for winners
 - i. Along with other volunteers, process invoice payments on Auction Frogs.
 - ii. Give the winner a copy of the paid invoice to carry to the pick-up area volunteers.
 - b. The group retrieving items for winners should:
 - i. Stand near area where items will be picked up so winners can be served after payment.



- ii. Ask the winner for their name, retrieve their items, have the winner sign the paper copy of the invoice to provide evidence that the item has been picked up. Headquarters will retain these documents until they are satisfied that there are no outstanding issues with the delivery of items.
6. Post-event wrap up:
- a. If auction items are unclaimed after pick-up hours, determine if winners are at Seminar. If so, track them down to obtain payment and deliver their item(s).
 - b. If winners are not at Seminar, with assistance from Headquarters, pack and mail any items for which payment has been received to the winners.
 - c. Pack and mail any 1) unsold Silent Auction items; and, 2) Online Auction items for which payment has not been received to the Auction Chair.
 - d. Offer any unsold Buy It Now items to the Hospitality Desk as giveaways.
 - e. If there are any sold Silent Auction items for which payment has not been received, provide these items along with their invoices to Headquarters, who will attempt to collect payment and then mail the items to the winner. Headquarters will also take auction supplies and ship back to the Auction Chair.

FINANCES

1. ANG will reimburse the Seminar Auction Coordinator for administrative expenses incurred up to the budgeted amount for the business of the Committee. ANG's expense reimbursement policies are set forth in Policy 4.01, "Expense Reimbursements." Check request forms must be accompanied by copies of receipts.
2. For the Seminar Auction Coordinator to attend Seminar, actual travel expenses, lodging (based on half-nights), and PITS will be reimbursed per Policy 4.01 for the number of days required to perform the Official Business of the Auction. Official Business is defined as two days for Auction set-up, two days for Auction events, and one day for post-Auction events (for a total of 5 days) if the Seminar Auction Coordinator fulfills all Seminar duties specified in this document.
3. There will be no other reimbursements.