



Committee Description	3.03
Date of Enactment	September 1998
Date last reviewed	August 2018

## **AUCTION COMMITTEE**

### **DEFINITION AND OBJECTIVE**

The Auction Committee shall be a standing committee reporting to the Treasurer, who will function as the Board Liaison.

The objectives of the committee are

1. To plan, conduct, and promote the Seminar and/or other auction(s) approved by the Board of Directors in support of the mission and objective of the American Needlepoint Guild, Inc. ("ANG") as stated in the Bylaws, i.e., "The object of this Guild shall be educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To recommend and, with Board approval, implement any additional special fund raising projects as may be directed.

### **STRUCTURE AND TERM OF OFFICE**

1. The Auction Committee shall be composed of a Chairman or Co-Chairmen and members as may be required not to exceed four (4). The Chairman is encouraged to seek volunteer assistance in the performance of his or her duties.
2. The appointment of the Auction Chairman will be made at the spring Board meeting in odd-numbered years. The term of office will begin at the end of the Seminar. Incoming Chairmen will be appointed by May 1 of the Seminar year prior to her/his Chairmanship. The Incoming Chairmen will serve in a training capacity prior to Seminar to learn procedures and help conduct the Auction.
3. The term of office shall be approximately two years and four months.
4. At the conclusion of the term in office, all files and records will be transferred to the new Auction Chairman.

### **RESPONSIBILITIES AND PROCEDURES**

The Auction Chairman will be responsible for the following actions:

1. Accept canvas and needlework related donations
2. Maintain canvas inventory
3. Maintain a list of stitchers to stitch chosen canvases for sale as finished items
4. Maintain a list of finishers
5. Set up and load items into online auction platform
6. Provide information about the items and auction to the Director of Seminars for inclusion in the Seminar Brochure issue of *Needle Pointers* and the Participants' Handbook.
7. Acknowledge all donations in accordance with IRS requirements.
8. Provide a report of action taken and items for Board consideration to the Treasurer prior to each Board meeting
9. Coordinate/schedule volunteers for set-up and take-down and monitoring during auction hours
10. The Auction chair and Incoming Auction Chair (if applicable) will be available for Auction activities the day before and the day of Auction.
11. Ship all items sold in Online Auction

## **FINANCES**

1. ANG will reimburse the Chairman and/or Committee members 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 Auction Chair to attend meetings at Seminar, travel expenses up to \$300, lodging, and PITS will be reimbursed per Policy 4.01 for the number of days required to do the official business of Auction. Official Business is defined as one day to unpack the Auction materials, two days for Auction set-up of the Auction, and one day to pack up Auction (for a total of 4 days) if the Auction Chair fulfills all Seminar duties specified in this C&G.
3. There will be no other reimbursements.

## **GENERAL**

Article XII, Section 2 of the ANG Bylaws states this: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.