

Auction Committee Member Job Description Brigid Collins Family Support Center Annual Auction

Auction Goal:

Raise \$125,000 enabling Brigid Collins Family Support Center to change the lives of children throughout Whatcom and Skagit Counties. By providing healing and justice to victims of child abuse, support and education to parents and families, and training and leadership throughout Northwest Washington, we will build communities that nurture all children and end child abuse once and for all. The proceeds from the auction provide hundreds of hours of therapy and education, impacting more than 5,000 lives each year.

Responsibilities of the Committee:

The primary responsibility of the Auction Committee is to ensure that Brigid Collins Family Support Center meets its goal of \$125,000 by actively fundraising, soliciting items and inviting guests to the event. The Committee is also responsible for the overall planning of the event and for working with Brigid Collins staff and other volunteers to implement the event.

While being on the auction committee involves a variety of tasks, the most important role each committee member can perform is being an ambassador for the children and families served by Brigid Collins Family Support Center. That means helping each person or business you interact with understand the impact they can have on the lives of the children we all serve.

Responsibilities of the Committee Chair:

- Lead the committee and chair its meetings
- Work with Brigid Collins staff to set up and facilitate meetings
- Actively solicit their contacts and those of Brigid Collins for underwriting, table and ticket purchases, in-kind goods and services, etc.
- Encourage and support committee members to actively solicit and fundraise for the event, as well as to make personally significant gifts to the event

Responsibilities of Committee Members:

- Attend full committee meetings (monthly September-December, bi-weekly January through March), and select sub-committee meetings (sub-committees will set their own meeting times)
- Solicit personal contacts and those of Brigid Collins for sponsorships, table and ticket purchases, in-kind goods and services, etc.
- Assume responsibility for specific event tasks
- Assist after the auction with thank yous and event evaluation

Responsibilities of Staff:

- Provide support services to the committee and support the committee members' individual fundraising and event planning efforts
- Coordinate and manage vendor contracts
- Oversee data entry and event registration
- Create and mail event invitations, printed materials, catalog and powerpoint displays.