



RAFFLE & AUCTION CHAIR JOB DESCRIPTION

Position Summary:

Raffle and Auction Chair is responsible for planning and executing raffle, silent auction, and/or live auction events. Chair is also responsible for putting together displays, with descriptions for auction items.

Accountable to:

CnC Event Chair

Responsibilities:

- Coordinate with Sponsorship to solicit Raffle, Live, and Silent Auction items
- Coordinate with item donors to get a description, value, and other information about donated items
- Divide live and silent auction items, based on value and assumed popularity
- Coordinate with Marketing Chair for program information
- Responsible for having raffle tickets for sale at Event
- Coordinate Numbered Auction Bid Paddles for Live Auction
- Coordinate with Logistics Chair to arrange setup of auction area and tables.
- Coordinate with Volunteer Chair to arrange appropriate number of volunteers to assist with raffle and auction(s)
 - Auction Bidder Spotters
 - Raffle Ticket Salesmen
- Coordinate with Auctioneer for Live Auction
- Attend majority of Committee Planning Meetings.
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements at Meetings or other functions, as needed
- Attend Local CnC Events
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014