**WICT RM Director, Silent Auction**

**RESPONSIBILITIES:**

* Serve as a volunteer director of the silent auction board
* Be familiar with WICT programs and clearly explain what auction proceeds impact
* Encourage new and ongoing support from potential donors
* Secure silent auction items to be auctioned at the event
* Organize and manage bid sheets, display, and distribution of auction items
* Setup silent auction the day of the event
* Write and send thank-you notes to all auction donors after the event
* Help the marketing subcommittee promote the event on your social media.
* Manage and respond to silent auction-related emails in a timely manner
* Keep all related documents in respective Google Drive folder and not on personal/work drives
* Work with Board Operations Storage Manager to track Committee items that are in and to be checked in/out for events (Committee Directors are the only Committee members allowed to access storage)

**BEST PRACTICES:**

* Keep gmail passwords up to date annually [Here](https://docs.google.com/spreadsheets/d/10or8_KS9NV-Vf4Jr1G8gC-q8WLy3DJn9/edit?usp=sharing&ouid=112408466185560385932&rtpof=true&sd=true)
* Reset your gmail recovery email address to wict.rm.info@gmail (if needed/not already done)
* Update your job description at least twice per year
* Reset your gmail recovery phone number to 813-784-7767 (Barbara Nelms) or 303-638-2894 (Keely Buchanan) if needed/not already done
* Look back through all of your Committee folders for all previous years: 2010-present in the first few months
* Review previous year folder in detail, make copies for next year’s folder or create new
* Read and review current year bylaws in the first few months, request updates via the Executive board as needed
* Meet with your Committee at least once per month
* Meet with the Finance Lead/Committee at least once per month
* Track your Committee budget at least once a month
* For your kick off meetings, include Marcom, Finance, and Sponsorship/Registration team members

**Board Expectations**

* All Board positions are a 2-year commitment, minimum
* Monthly Board Meeting
* Expectation to participate in WICT events whenever possible (~2 times per month)
* Additional time as needed

**Program Expectations**

* Self-starter and ability to work independently
* Passion for serving WICT programs and making a difference
* Great communication skills
* Well-organized and reliable

Director Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_