

The WICT Network: Rocky Mountain Chair, Silent Auction

RESPONSIBILITIES:

- Serve as a volunteer chairperson of the silent auction board
- Be familiar with The WICT Network 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

Board Expectations

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

Program Expectations

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

Chair Signature/Date: _____

Print Name: _____