



Job descriptions for needed Auction team members and approximate time commitments:

Thank you for considering becoming part of our CHA Auction team! Besides contributing to a very worthwhile cause, being a member of the Auction team is a fabulous way to meet other parents and make new friends! We value the skills with which God has gifted you and would love to help you plug in to an area of your interest. Please review the following positions with which we need help, and if you still aren't sure where you would fit in, contact either Carrie Newhouse or Janet Siciliano at auktion@chapel-hill.org. We'd love to hear from you!

- 1. Decorations/theme coordinator.** We need someone to come in and plan decorations and lead a team in the actual decorating of the venue (the school) for the event. This would include coordinating with the rest of the Auction planning team, purchasing needed items/decorations (not their own money, of course), and decorating on the afternoon before/day of the event. This person may also help with table displays for the Silent Auction items. **TIME: Most of the time will be on your own and then the weekend of event: Friday afternoon/evening and Saturday if needed to finish. Also, time required for one or two brief meetings with Janet/Carrie/team.**
- 2. Catering coordinator.** We need someone to be involved with the team in planning the food and beverages for the evening. This would include helping decide on a menu and food/beverage vendors, coordinating with the vendors for delivery/set-up/tear down of the food/beverage tables/areas, and making sure we have the needed napkins/utensils/plates. **TIME: Most of the time will be on your own. One or two brief meetings with Janet/Carrie/team, and then coordination on the night of event.**
- 3. Check-out Coordinator.** This person will work with volunteers and Auction staff to make sure check-out runs smoothly. They will support those who are inputting data and will become familiar with our Auction software relevant to the check-out process. This person could also help with making bid sheets/filling out bid sheets. **TIME: Time on your own and with Janet learning the software system. One or two brief meetings with Janet/Carrie/team. Time also required the night of the event, probably 5:00pm-11:00pm, and 2-3 hours the week before the event working on bid sheets with Janet.**
- 4. Program Coordinator.** This person will help with ideas/plans for the music, speakers and slideshow for the Auction. They will assist/coordinate with the sound system engineer, as well as the auctioneer and Auction Coordinators during the event. They will help to keep the actual Live Auction moving along. **TIME: Most of this would be up-front time on your own. One or**

two brief meetings with Janet/Carrie/team. Time required the night of the event—6:00pm-10:00pm.

5. **Data Entry/Input assistance.** This person will help input Auction items as they come in, then help Janet condense/combine items into Auction “packages.” Ideally, they would also help Janet organize the product into packages for display. **TIME: Variable. Time is mostly on your own, but would need to coordinate with Janet/meet at least once or twice. Most of the “heavy” work would be one-on-one with Janet in mid-February to get things together before the publishing of the catalog.**
6. **Business Assistance/procurement.** We need one or two people to assist Carrie with making calls and visiting local businesses and individuals who are potential or past donors and/or patrons of the Auction event. Most of these will be follow-up calls to letters that will be sent out. **TIME: Variable. This is mostly on your own, but would need to coordinate with Carrie/meet with her once or twice. Most of the work on this is early—January. Much of this is on the phone, but visiting with local businesses could also be done (not mandatory).**
7. **“Understudy.”** One or two people to work with Janet and Carrie with the hopes of becoming coordinator/s in the future. This/these people could also be doing one of the above jobs. **TIME: Meeting throughout the year with Carrie and Janet and the team to “see” and understand how the event works. We usually meet every 3-4 weeks early in the year, more as the date approaches (30-60 minutes—as brief as we can but still get work done). Meetings are usually after drop-off and often at a coffee shop. Informal. We usually meet with the auctioneer once or twice through the planning process as well.**