



CHED Santas Anonymous Incorporated

AUCTION COMMITTEE Terms of Reference

DRAFT 2.0

I GENERAL PURPOSE

(The words item and package are used interchangeable in this document)

The Auction Committee is a working subcommittee of the Communications and Fundraising Committee reporting to the Board via the Communications and Fundraising Committee Chair. The Committee will secure experience and tangible auction items for auctions benefiting 630 CHED Santas Anonymous. The committee may recommend fundraising strategies, policies and practices to the Communications and Fundraising Committee.

II DUTIES AND RESPONSIBILITIES

1. Secure up to three experiential items for the 630 CHED Gary Draeger Memorial Golf Tournament. Each item must have a potential value of \$2000 to \$5000.
2. Secure appropriate number of items based on auction times for the 630 CHED live radio auction with a preference to experiential items. Each item must have a potential minimum value of \$2000.
3. Secure a minimum of fifty auction items for the on line portion of the 630 CHED radio auction. Each item must have a potential value between \$100 and \$2000.
4. Securing items for additional events from time to time.
5. Each Committee Member must be willing and able to make cold and networking calls.
6. Invites their networks to participate in donating and bidding.
7. Assure there is a diverse compliment of items.
8. Compose a solicitation letter. To ensure the letter is consistent with Santas messaging it is to be approved by the Executive Director before distribution.
9. Inputs items into auction site(s) or other applications.
10. Ensure items are picked up from the donor in a timely manner and brought to Santas Depot for secure storage.
11. Deliver paid for item as required.
12. The Committee Chair is responsible to provide upon request, and at minimum, a monthly report to the Chair of the Communications and Fundraising Committee and to the Executive Director. The update must include a list of prospects, who on the committee is responsible for each prospect, calls made, requests declined, items in progress, items secured, items in hand and all corresponding due dates. The final update must include specific contact information to ensure appropriate appreciation social media posts and letters are delivered.
13. In conjunction with staff ensure appropriate thank you cards are sent.

III COMPOSITION

1. The committee will consist of no less than four members.
2. The maximum term of a Committee Member shall be four consecutive years. After a minimum of two years absence they may be considered for the committee again.
3. There must be a minimum of one member of the Communications and Fundraising Committee.
4. The Chair of the Committee will be appointed by this Committee.
5. The Executive Director and Chair of the Board of Directors shall be ex-officio members of this Committee.
6. The Executive Director may appoint an employee to attend on their behalf.
7. One Committee Member will be responsible for being the liaison with Corus Sales, Promotions and Brand Mangers.
8. One Committee Member will be responsible for being the liaison with the Executive Director.

V TIME COMMITMENT AND DEADLINES

1. The Committee will meet in person at minimum three times per year. There may also be email correspondence. The expected time commitment of each member is 100 hours annually.
2. Items for the 630 CHED Gary Draeger Memorial Golf Tournament should be secured and in hand by May 15 or five weeks before the event whichever is less.
3. Items for the 630 CHED on air and on line auction should be secured and in hand by November 1 or five weeks before the auction whichever is less.

VI BUDGET

1. Through the Chair of the Communications and Fundraising Committee this Committee advises the Board of budgetary requirements to fulfill their responsibilities.
2. The budget is to be determined annually in consultation with the Executive Director.

VII COMMITTEE EVALUATION

3. An evaluation of the Committee will be conducted by the Board from time-to-time as the Board determines necessary.
4. The Committee will review and submit its Terms of Reference to the Board for approval every two years at minimum.

Board Review and Pre-Approval Date	
Board Initial Approved Date	