



International Conference Auction Committee

Purpose: To assist the AEE staff in the solicitation of items for both the silent and live auction at the International Conference. The auction is a fundraiser for AEE and monies raised go to supporting member education.

Volunteer Commitment: Approximately 3-5 hours a month starting in May and ending in October with 2-4 hours onsite per volunteer at the International Conference.

Volunteer Location: Volunteers can be located anywhere. AEE will need some assistance onsite at the conference so it would be helpful if volunteers will be in attendance at the International Conference.

Volunteer Committee Positions: The committee should have a Chair with anywhere between 5-10 committee members.

Volunteer Experience/Skills: This committee has varying needs so skill set and experience required will vary.

Committee Chair:

- The Chair of this committee should have some volunteer management experience, be able to provide leadership and keep volunteers on task, recruit additional committee members as needed and be timeline orientated.

Committee Member Responsibilities: (volunteers can assist in more than one area)

- Auction Request Form and Process: Review the present solicitation form and process and update as necessary. Forms will need to be approved by designated AEE staff contact before distribution. This Includes coming up with ideas on what people can donate to assist them in deciding on what they can donate.
- Marketing Strategy: Develop a simple marketing strategy outline for AEE to include in emails, possible postings on FaceBook etc. Strategy should include verbiage re: ideas on what people can donate, how to donate, items that will be available as we get closer. Basically any ideas to help in obtaining donations and then building excitement.
- Soliciting of Items: Volunteers should be comfortable with doing “the ask” for items and following up with individuals/organizations on what they committed to donating.
- Tracking Items: Volunteers should be very detailed. This will entail tracking items, item descriptions, value and creating bid sheets.
- Visual Support: Creating a PowerPoint presentation for the Live Auction so items can be showcased at the Saturday night dinner.
- Onsite: Assisting with the collection of items onsite and the set-up of the auction items for the silent auction (Thursday) and live auction (Saturday).

Volunteer Benefits: Volunteers in this position will receive the following benefits.

- Opportunity to connect and expand their personal network within the EE community.
- Develop personal communication and fundraising skills.

- Assist AEE in generating funds to support member education.
- Recognition at the International Conference as a volunteer including invitation to the Wednesday night Volunteer Reception:

Volunteer Outline (Tasks and Deadlines)

- Chair of the Auction Committee will be confirmed by mid-May and will begin to recruit committee members. AEE will provide Chair with the names of any individuals that have shown an interest in volunteering on this committee.
- Chair will have a confirmed committee by the beginning of June.
- AEE will provide the Chair with a list of individuals/organizations that have donated previously.
- Committee will brainstorm/develop list of other potential contacts that the committee can reach out to. (Friends and family members outside the AEE membership.)
- Donation form and collection process will be updated by the end of June. Committee to work with designated AEE staff contact.
- Committee will provide designated AEE staff contact with a simple marketing strategy outline by July.
- Volunteers will begin the solicitation for donations in July.
- Volunteers will provide designated AEE staff contact an updated list on confirmed and potential donations every two weeks.
- Volunteers and designated staff person will review onsite needs and scheduling by the beginning of October.
- Volunteers will create a PowerPoint presentation highlighting items for the live auction by the end of October. PowerPoint may need to be updated if additional items are donated onsite.
- Volunteers and designated AEE staff person will review onsite needs and scheduling by the beginning of October.
- Volunteers to assist with the set-up and breakdown of the silent and live auction onsite.

AEE Staff Contact: If you are interested in volunteering in this committee please contact: **Porsche** at Porsche@ae.org or 720-573-4222.