

Moraga Education Foundation

AUCTION GALA CHAIR

Job Description

Term:	2 years desired
Time Commitment:	Average 20-60 hours per month (more time intensive closer to event)
Skills Needed:	Organization skills, Verbal & Written Communication skills, Time Management, Attention to Detail, Leadership skills
<i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i>	

The primary role of the Auction Gala Chair is to supervise the overall operations and event management of the Annual MEF Auction Gala. The Auction Gala Chair (or Co-Chairs) manages the Auction Committee and ensures that the committee's actions represent MEF's core values and supports MEF's fundraising goals. The Auction Gala Chair is a Director of the MEF Board. If there are multiple co-chairs, one chair will be designated as a Director on the Board.

RESPONSIBILITIES:

1. Keep board members updated on the progress and status of the Auction Gala.
2. Coordinates and leads a monthly Auction Committee meeting and other committee meetings as necessary. Takes notes at each meeting and distributes as follow-up. Committee meetings are more frequent closer to the event.
3. Establishes Auction Gala theme and event timeline.
4. Manages the Auction Committee chairs to ensure that everyone is on task.
5. Helps to recruit members to join the Auction Committee where needed.
6. Maintains the Auction Gala budget, manages contracts, and oversees payments to vendors as well as committee member reimbursement.
7. Manages emails generated from the general Special Events email address.
8. Manages google drive folder for the event.
9. Monitors Auction Gala website for accuracy and works closely with the MEF Administrative Manager.
10. Works with Auction Communication Chair and MEF Communication Chair to develop an event communication plan.

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11. Ensures that MEF has all event requirements necessary (Tax Letters, Event Insurance, ABC Permit for alcohol if needed, raffle registration, etc.).
12. Works with MEF Executive Director and Business & Civic Sponsors Chair(s) to make sure that sponsors receive their benefits.
13. Updates Auction Rules and Procedures if needed.
14. Follows through with the event until it is completed including a debrief meeting, appropriate thank yous and receipts, distribution of items, accounting, volunteer recognition, etc.
15. Works closely with MEF Executive Director and President to ensure that the event is aligned with MEF's goals and practices.

MEETINGS TO BE ATTENDED

Monthly:

- MEF Board Meetings
- MEF Auction Committee Meetings

As Needed:

- Additional MEF Auction Committee Meetings (including sub-committees)
- MEF Strategic Planning Meeting