



Art for Arf's Sake 2017 Auction Committee Job Description

Purpose:

The Auction Committee is a dedicated group of volunteers who believe in the mission of our organization. The Auction Committee may consist of board members, community advocates (volunteers) and staff who wish to lend simply their name, time, and support to encourage others in their circle to attend and/or donate to the event.

Tasks:

- Signs letters soliciting patrons, live and silent auction items, and raffle prizes, when appropriate
- Assists in obtaining a variety of live and silent auction items, as well as new patrons and attendees to the event
- Follows up with solicitations and reports back to auction committee on progress
- Attends regular meetings when possible to track progress and assign next steps
- Ensures that donated items are picked up from donors in timely manner and securely stored at Humane Pennsylvania headquarters
- Assists with delivery and display of silent and live auction items the day of the event
- Attends Art for Arf's Sake as either a volunteer or attendee and makes a meaningful commitment to the event
- Recruits other volunteers to assist with event production

Interested in joining our Art for Arf's Sake Auction Committee? Contact Brian Pinto, Chief Advancement Officer for details, at bpinto@humanepa.org or 610-750-6100, ext. 299.