

**YWCA Women of Distinction Awards
Planning Committee Position Descriptions**



Location	YWCA Edmonton
Position Title	YWCA Women of Distinction Silent Auction Volunteer Coordinator
Purpose	
Key Responsibilities	<ul style="list-style-type: none"> • Work closely with Awards Dinner sub-committee to coordinate events • Work closely with Treasurer and YWCA Volunteer Services Manager to coordinate cashiers and payments • Report to Planning Committee and Fund Development Manager if approval is required for special recognition for especially large/valuable donations • Solicit new donations of goods to be auctioned • Works with YWCA Fund Development Manager to ensure request letters are also sent to previous year's donors • Coordinate delivery of all auction items; ensure security • Produce auction bid sheets for each item, and payment sheets (in cooperation with Treasurer) • Produce printed program for Silent Auction • Liase with YWCA Volunteer Services Manager to recruit volunteers to work auction throughout day and evening (set-up, runners, etc.) • Coordinate cash table with Treasurer and volunteers • Supervise set up of auction tables on day of event (displays, bid sheets, pens, etc.) • Supervise running of auction throughout Dinner • Ensure thank you letters go to donors, noting where receipts are required; work closely with YWCA Fund Development Manager to draft letter • Maintain accurate list of donors, including contact names and phone numbers for next year's reference. Note any donors who require tax receipts and forward that information in a timely manner to YWCA Business Manager and YWCA Fund Development Manager. Also note commitments made for following year. • Provide list of donors to YWCA Communications/Fund Development Admin Assistant for acknowledgement in the YWCA Annual Report.
Relationships	
Qualifications	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Organizational skills

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	<ul style="list-style-type: none"> • Criminal background check
Training	Interview process and volunteer screening YWCA Women of Distinction Committee Orientation
Appointed by	YWCA Women of Distinction Co-Chairs
Reports to or Partners with	YWCA Women of Distinction Co-Chairs YWCA Women of Distinction Planning Committee Leads
Length of Appointment	2 year
Time Commitment	
Development Opportunities	