

Red Wing Collectors Society, Inc (RWCS)
Job Description – Auction Manager
(Current as of 2003)

The Auction Manager of the RWCS is a four-year elected term. The position serves as a member of the Full Board of Directors of the RWCS. The Auction Manager is responsible for the planning, organization, and conduction of the Members Only Auction at the Annual Convention.

Qualifications

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the By- Laws of the RWCS
- Ability to organize and problem solve.
- Ability to see the overall “big picture”
- Ability to provide leadership to the Board, to set policy and to conduct the business of the Society.
- Willingness to work with the Board in a team environment to set policy and conduct the business of the Society.

Timeline of Responsibilities

October - Fall Board Meeting

- Present Board with breakdown on past years Convention Auction with total profit generated versus expenses incurred.
- Give Executive Director revenue from past convention catalog sales.
- Document expenses incurred since July Convention and give to Executive Director for reimbursement.

December 31st

- Send to Executive Director the prototype for next Convention Auction Registration form. Plus Auction Rules document. These forms to be distributed in February Convention Packet mailing.

January 1st

- Write February Newsletter Article detailing information to membership for Convention Auction.

February 1st

- Request current RWCS Membership printout from Executive Director to be delivered at Mid-Winter.

Mid-February

- Mid-Winter Board Meeting - Provide BOD with any updates concerning Convention Auction.

March 1st

- Write April Newsletter Article.
- Auction Registration Forms start arriving daily.

March 1st through May 15th

- Auction Registration Forms arrive daily. Number each entry for lottery. Check membership list for current member status. At time of Auction check-in members must have paid up dues. Expired members are asked to go to membership desk and pay dues before auction piece may be checked in.

- Auction Registration Forms must be postmarked by May 1st. Allow till May 15th for all forms to be delivered via mail. We have received forms as late as May 13th with proper postmark.
- Each evening address postcards notifying members that we have received their Auction Registration Forms. If membership expired, make notation on back of postcard as a reminder to member to renew. Average of 400 postcards necessary each year. Purchase on an as needed basis, 100 at a time. Also must purchase 300 First Class stamps for mailout of membership letters for those drawn in lottery. Get approximately 2 dozen extra blank Auction Registration Forms from Executive Director to mail to members who forget, misplaced or lost their form.
- As Auction Registration Forms start arriving, check addresses to enforce the rule regarding only one membership per household. Members usually mail their forms all at one time, so they arrive together. This policy is easy to police. Call member directly and see which piece to be placed in lottery.
- By May 1st, have 300 copies made of the letter notifying member that they have been drawn in the lottery. This letter to be copied on RWCS Stationary and mailed out in RWCS envelopes. Letter to be dated around May 18th.

May 15th - 16th

- CONDUCT LOTTERY. Use random drawing based on item number noted on form. Use lottery drawing sequence as a guideline for placement in the Auction Catalog. Arrange and configure the entire numerical sequence of the Auction for those drawn in the lottery. Items believed to draw the most interest by the membership have been placed between items 150 - 225. Once items are put in order from 1 to 275, letters may be sent out notifying members that they have been drawn in the lottery and what position their piece has been slotted in the Auction Catalog. This is a process of the Auction Manager addressing 275 envelopes and inserting letter and mailing out. This process usually takes one entire day. In the past, we have taken a day off work to meet our self imposed May 18th mailout date. This letter has resulted in every piece showing up in 1998 and 1999. After 275 letters are mailed out on May 15th, Auction Manager now has to address 50 to 100 postcards notifying those members not drawn in the lottery.

April 15th

- Send letter to Executive Director requesting updated printout of Membership list for pick-up at Spring Board Meeting.

May 1st

- Spring Board Meeting. Get UPDATED Membership List from Executive Director for checking membership status. Provide Executive Director with expenses incurred since Mid-Winter Board Meeting for reimbursement. Write June Newsletter Article. Create specific and detailed timeline for Security for Convention Auction and deliver to Executive Director at Spring Meeting. Security requests must be for each guard, at each position and each time. Provide BOD with status of Auction submission numbers. Make request from Executive Director for any additional signage that may be necessary for Auction. We currently reuse 95 % of our signage from year to year.

June 1st

- Contact Auction Volunteers and verify that they are still willing to help out at July Auction. If they are, get current shirt size. Send to Executive Director a complete list of shirt sizes for volunteers. Also send Auction Guidelines sheet for Convention Packet. Begin typing Auction Catalog. Call any RWCS member to verify exactly what their Auction piece is, if unsure. A phone call eliminates a correction before Auction starts. Update and make any necessary changes to the Cover Page of Auction Catalog. Rules and Guidelines should be reviewed and updated from year to year. Auction Catalog to be put on computer disk and configured on a program that corresponds with the Red

Wing High School Computer System. We use Wordperfect 5.1. This process is for printing the Prices Realized Catalog on Convention Friday. All printouts and forms used by the Auction Manager are put on a computer disk. This includes Auction Catalog, Auction Registration Form, Catalog Cover Page, Auction Guidelines, Rules and Regulations Sheet, and Lottery Winner Letter.

June 15th

- Send completed catalog to Executive Director for printing of 1000 copies. Make sure original is one sided and final copies are two sided with first page having Rules and Regulations being the only 1 sided sheet.

June 15th

- Send single sided Auction Catalog to Auctioneer. Make twelve single sided Auction Catalogs for use by volunteers during check-in and Auction. Prepare THREE check-in lists. These lists to be prepared alphabetically with member name, membership number and item number with description of auction item. Three check-in lists are used to decrease members waiting in line.

June 20th

- Start marking 800 bid cards in numerical order. Take 100 extra blank bid-cards for emergency purposes.

June 25th

- Take inventory of leftover Auction supplies. Purchase any needed replacement supplies from master list. Check with Executive Director on status of tables and chairs for Auction.

July 1st

- Make copies of original receipts for expenses such as supplies, postage and long distance phone calls to give to Executive Director for reimbursement. Such bills to be given for reimbursement before each of the four yearly Board Meetings that Auction Manager attends.

Convention Week Monday

- Go to High School and meet with Buildings and Grounds Director to confirm schedule for gym setup.

Convention Week Tuesday

- Go to local bank and obtain \$500 in change for cash box on Auction night. Get mixture of twenties, tens and fives. Also get singles for catalog sales money box.

Convention Week Wednesday

- Arrive at gym at 7:30 AM to start putting up signage. This takes about 2 hours.
- 9:00 AM go to Board Meeting. Auction Manager Report is at beginning of agenda. After Auction Report, you can excuse yourself and go to the gym. Oversee setup of tables and chairs. Check each table to make sure legs are securely locked into position.
- At 11:30 AM, arrange tables for check-in area and also have volunteers arrive at this time. Give volunteers any instructions before members start arriving.
- 12:00 PM to 3:00 PM - Auction Check-in and sell Auction Catalogs.
- After 3:00 PM, do a security check walk thru with Building and Grounds Director to make sure all doors and hallways are securely locked. Auction Manager responsible for all items left overnight in the gym.

Convention Week Thursday - D-Day

- Arrive at High School at 7:30 AM and open gym. Have lights turned on to full power so grading crew can detect any damage.
- 8:00 AM to 11:30 AM- Auction Check-in. Auctioneer to bring over display cases for small items.
- 8:00 AM until ? - Hand out Bid Numbers and sell Catalogs. No Bid Cards distributed on Wednesday. This would be a conflict with the private auction held that evening. Members might take RWCS bid cards and use at private auction.
- 11:30 AM - Check-in ends. Have lunch for volunteers. Assemble Auction Items in final viewing order. Type up Supplement Handout with grading changes and make 1000 copies.
- 12:30 PM - Security arrives. Give guards a briefing on their responsibilities at each position.
- 12:45 PM-Let in the Membership. Position volunteers around viewing area and patrol membership. Have volunteers watch for any small items that may possibly disappear.
- 1:30 PM - Cashier gets area organized for the beginning of Auction.
- 3:00 PM - Have Building & Grounds Director bring microphone to podium along with extra battery.
- 4:00 PM - Start making announcement that viewing will end at 4:45 PM to get crowd moving along.
- 4:45 PM - Start moving any member out of viewing area. Once this is done, configure tables into Auction positions. Start having volunteers bring Auction items forward to podium.
- 5:00 PM - Make any announcements to crowd regarding Auction Rules. Mainly emphasize that there are NO RETURNS for any reason. Turn microphone over to Auctioneer and relax. Cashier to start inputting prices realized on laptop computer periodically throughout the evening.
- 6:00 PM - 10:30 PM - Cash out bidders for Auction items.
- 5:00 - 10:30 - Check writers arrive and start computing final check figures and writing checks. Treasurer writes all incoming checks on deposit slips.
- 10:30 PM - Auction ends. Immediately talk with Auctioneer and get any input for improvement for next year.
- 10:30 PM - After last member has paid their bill, count up the money collected and checks logged and compare with total of evening Auction. They both have to match. If not, you have to go back and look for mistakes. When totals match, all monies go to the Treasurer to be deposited. Evening over. Take all supplies to security room for lockup.

Convention Week Friday

- Get to Red Wing High School computer room by 9:00 AM to make changes to Auction Catalog. Enter any condition changes and any prices realized that did not get done on Thursday night. Make single-sided master copy for duplication. Make 1000 copies for Saturday sale.

Convention Week Saturday

- Set up table in the Cafetorium to sell Auction Catalogs. Also sell Catalogs inside gym at Show & Sale.

July 15th

- August Newsletter Article.

July 15th to ?

- Mail out catalogs to members that request them.