Associate Board Committee Opportunities

Silent Auction Committee

Overview
This committee will be divided into 8 silent auction sub-committees that will be charged with procuring silent auction items for the Discovery Ball. The sub-committees will be led by 2 co-chairs and will each have 4-6 additional members. Co-chairs will report to the Auction Chair(s) on the Board of Ambassadors. Monthly progress reports will be submitted to the BOA Auction Chair(s). Silent auction sub-committees include: Home & Garden, Dining & Entertainment, Fashion & Jewelry, Just for You, Kids Corner, Sports, Travel & Hotel, and Wine Cellar.

Sub-Committee Responsibilities:
- Committee members: will attend a minimum of one monthly Silent Auction sub-committee meeting or conference call.
- Co-Chairs: will attend co-chair meetings or calls as requested by BOA Auction Chair(s).
- Establish a committee revenue goal and target list in conjunction with the Auction Coordinating Committee.
- Procure items for the Discovery Ball silent auction.
- Develop auction packages within sub-committees that meet an established auction bid threshold.
- Confirm auction details for each item including: donor contact information, certificate restrictions, delivery date, storage location, retail value and item description.
- Insure that all properly completed donation forms have been sent to the Distinguished Events office at ACS.
- Assist in creation of silent auction table signs and bid sheets using approved templates.
- Execute creative display of items on day-of-event auction tables.
- Execute day-of-event promotion of featured silent auction items.
- Train day-of-event silent auction volunteers.

Auction Coordinating Committee

Overview
This committee will be led by 2 co-chairs, will each have up to 20 additional members and will be charged with administrative and research components of the silent auction fundraising for the Discovery Ball. Co-chairs will report to the Auction Chair(s) on the Board of Ambassadors. Monthly progress reports will be submitted to the BOA Auction Chair(s).
Committee Member Responsibilities:

- Attend a minimum of one monthly Auction Coordinating Committee meeting or conference call.
- Manage master list of all silent auction solicitation serving as a clearing house and promoting communication between committees.
- Develop leads for silent auction items through on-line research.
- Provide leads to Silent Auction Committee co-chairs for distribution to sub-committees or work with them to execute.
- Coordinate solicitation mailings and thank you letters to donors.
- Arrange for item pick up and delivery to silent auction storage location(s).

Raffle Committee

Overview
This committee will be led by 2 co-chairs and will consist of 10-15 members who will procure raffle items and have raffle oversight at the Discovery Ball. Co-chairs will report to the Raffle Chair(s) on the Board of Ambassadors. Monthly progress reports will be submitted to the BOA Raffle Chair(s).

Committee Member Responsibilities:

- Attend a minimum of one monthly Raffle Committee meeting or conference call.
- Assist in procurement of all raffle items.
- Develop raffle sale ticket sales strategies.
- Train day-of-event raffle sales volunteers.
- Research additional day of event fundraising opportunities that fit with the theme and space limitations of the event site.
- Execute additional day of event fundraising opportunities as determined.
- Train day-of-event raffle volunteers.

Communications Committee

Overview
This committee will be led by 2 co-chairs and will consist of 10-15 members. Creative and writing skills are important attributes for a member of this committee. Co-chairs will report to the Marketing Chair(s) on the Board of Ambassadors. Monthly progress reports will be submitted to the BOA Marketing Chair(s).

Committee Member Responsibilities:

- Attend a minimum of one monthly Communications Committee meeting or conference call.
- Develop materials for all committees as needed including solicitation letters, thank you letters, response forms and member recruitment letters.
- Write program book descriptions for all silent & live auction items and raffle items.
- Write additional program language as requested.
- Develop strategies to promote the Late-Night Party.
• Coordinate the production of night-of-event signage.
• Train volunteers who will serve as event greeters, media table assistants, and will handle disbursement of departure gifts at Discovery Ball.

Volunteer Committee

Overview
This committee will be led by 2 co-chairs, will consist of 10-15 members and will recruit and support all volunteer activities at the Discovery Ball. Co-chairs will report to the Logistics Chair(s) on the Board of Ambassadors. Co-chairs will serve or appoint a volunteer chair(s) to coordinate night-of-event volunteers at Discovery Ball. Monthly progress reports will be submitted to the BOA Logistics Chair(s).

Committee Member Responsibilities:
• Attend a minimum of one monthly Volunteer Committee meeting or conference call.
• Develop strategies and materials for volunteer recruitment and training for Discovery Ball.
• Develop strategies and materials for volunteer recruitment and training for Associate Board recruitment.
• Work with the Manager of Distinguished Events to facilitate Associate Board information sessions.
• Develop strategies to promote the Discovery Ball Late-Night Party.
• Plan and organize recruitment Associate Board recruitment/networking events at locations throughout the Metro Chicago Area.