



# MISSOURI AQUARIUM SOCIETY

## Auction Chair

### Duties & Responsibilities

**From document originally created by Auction Chairman Ralph Wilhelm in June of 1992  
Updated December 2024 by Auction Chairman Mike Hellweg. I should note that the Auction Chairman doesn't have to do all of these things him/herself, but the Auction Chairman DOES need to be sure they are all done for every auction. The job comes with a club owned laptop. There are a few supplies in a purple storage tote, a dozen plastic baskets, the fishy first aid kit (in a five gallon bucket), the auction signs, and the inventory of fish bags.**

**The duties of the Auction Chairman include, but are not limited to:**

- The auction chair is a Council member, so they are required to attend all Council meetings unless unable to attend and excused by the president or vice-president
- Booking the auction room at least 12 months or more in advance (see Auction Room Requirements) Currently this is coordinated by the Venue Liaison. We generally book all three auctions on an annual basis. This gets us better prices with hotels, and allows for advertising calendars to be made up a year in advance. Dates are generally set to avoid other large Midwest and national hobby events, major holidays (including Holy days for Jewish members), and Mother's/Father's Day.
- Advertising the auction – this currently involves making sure shop fliers are made and distributed in a timely fashion at least 4 – 6 weeks before the auction, making sure the advertizing is on the website and in our social media – this is coordinated with the Marketing Manager.
- Repairing/replacing auction signs and numbers as needed
- Restocking the auction fishy first aid kit as needed
- I generally bring the fish bags for sale only to the general meeting before the auction, but this can be assigned to another member and they could be sold at every meeting if someone wants to do that
- Managing the Auction@missouriaquariumsociety.com email and answering or finding answers for questions.

- Assigning seller numbers as they are requested at the above email address beginning 3 weeks before the auction for MASI members and two weeks before for all
- Making sure there is a raffle prize(s), tickets, and someone to sell them
- Contacting the auctioneers and making sure they will be present
- Making sure enough workers (runners, front and back table, etc.) will be there the day of the auction (generally announcing this at the meeting before the auction is enough)
- Making sure the treasurer and auction staff will be there and have what they need – does the room have enough outlets or do we need extension cords? Currently the treasurer handles this, but auction chair should be sure it is done.
- Coordinating room layout with hotel event staff (have list of hotel staff contacts for problems on day of auction) Currently this is not needed, but will be again if we are no longer able to use Jerry's facilities. We generally do layout the same way each auction, and it is done the morning of the auction around 8:30. With the helpers it only takes about 20 minutes
- Making sure there is a group of trained people checking in items – checking labels and comparing items to seller's sheets and making changes as appropriate.
- Making sure someone is running the silent auction, that they have the forms needed, and that they understand what they are doing. I generally make copies of the forms once a year and then simply make sure there are enough about a week before each auction.
- Customer service the day of the auction
- Making sure fish are re-bagged if needed and making sure the fees for this service, if appropriate, are charged to the appropriate seller
- Making sure ALL of the workers get rotated so everyone gets a break (not just the auctioneers)
- Making sure all of the workers are recorded and assigning points for their work and relaying this information to the Points Tabulator
- Handling ALL questions/problems at the auction. The auction chairman's decisions are FINAL, so there is no arguing.
- Supervising and maintaining the operation and flow of the auction itself [the entire room, front and back!] I do this by walking around and watching/talking to staff throughout the day.

- Supervising setup, teardown and cleanup – generally being the first in the room and the last out of the room on auction day
- Providing feedback to hotel staff on auction room (currently not a thing that needs to be done)
- Supervising the auction reconciliation meeting ASAP after the auction. The committee includes auction chair, treasurer, and computer chair (could just be auction chair and treasurer)
- Mailing the seller's checks and/or making sure electronic payments are made (by the Treasurer) as quickly as possible (within the week following the auction) we usually do this the Monday or Tuesday evening after the auction
- Handling any questions/problems that arise after sellers get their checks
- Presenting a complete report to the Council at the next Council meeting as needed, reviewing auction rules and making suggestions to the Council on proposed changes. The Council actually makes the changes.