

Would you like to be involved with the AAV? Do you feel strongly about avian research? Do you like to network and have fun? Do you want to feel a sense of great accomplishment? If yes, please read on....

The AAV is currently seeking to fill a very important role: **Auction Coordinator**

AAV Auction Overview

The Association of Avian Veterinarians hosts an auction at its annual conference. The goal for the auction is to raise \$10,000 or more. All proceeds from the auction benefit the Avian Research Fund.

The auction is divided into two parts: 1) Silent Auction and 2) Live Auction. The Silent Auction opens at the same time as the main Exhibit Hall. Participants have about 2 days to place their bids on items before the Silent Auction closes. The Live Auction takes place during lunch on the closing day of the Exhibit Hall. Our Live Auction format allows the top 10 donated items to be bid upon.

The auction coordinator solicits items for donation in the months leading up to the annual conference. Direct solicitations may be made to vendors who will participate in the Exhibit Hall as well as any other companies not attending the auction who would like to donate items for avian research.

Any veterinary-related company should be considered as well as others with unique products that our members may find interesting (for example, one year we obtained donations from Skulls Unlimited for rabbit/rodent/avian skulls). The items solicited don't have to have an avian slant since many of the AAV's members also practice in other areas, such as canine, feline, or equine medicine. Items may also cater to a person's hobbies or interests so essentially the sky's the limit!

The auction coordinator duties include the following:

- ◆ Solicit items for donation
- ◆ Provide a receipt for donated items
- ◆ Arrange for an auctioneer for the Live Auction in advance of the conference
- ◆ Design and print bid sheets for people the silent auction
- ◆ Collect items from the conference registration area and display them in the designated auction area.
- ◆ Work closely with the Conference Office staff to ensure there are enough tables, table covers, or other decorations for the auction items.
- ◆ Recruit people (2-3) to assist during the live auction, including: display items during bidding, bringing next item to auctioneer, direct winners to the payment table.
- ◆ Arrange (with staff) to have at least two people collect money for the won items. Ensure receipts are made for purchase.
- ◆ After the auction, remove any items (banner, display signs, etc.) ensure all AAV items used (scissors, tape, item card holders, etc.) are boxed for shipping.

- ◆ Announce ahead of time via direct announcement and/or signs placed near the auction items that items not picked up by winners at the close of the auction will include the final bid amount AND shipping/handling. The total will be billed to the registration credit card of the winner.

Auction Coordinator Qualifications:

- ◆ Current AAV member
- ◆ Person plans to attend the annual conference and expo for each year they are the auction coordinator (travel related expenses for the conference are not covered by AAV).
- ◆ Person should be organized, motivated, and committed to the AAV and the auction which benefits avian research.
- ◆ Ideal coordinator should be comfortable networking and have good communication and time management skills.

AAV is currently seeking candidates to fill this position. If you feel you meet the qualifications listed above, please complete the following information and email to office@aaav.org by March 1, 2012. AAV will be in touch shortly after March 1st with the final decision. This position is unpaid with a requested three year term commitment.

Name:

Degree:

Organization:

Address:

City:

State:

Zip:

Phone:

Email:

Years as an AAV Member:

Comment Section—In 250 words or less, please tell us why you would be a suitable candidate for the auction coordinator position: