

Auction and 50-50 Drawing Committee

Chair Responsibilities

Letter of Support

- Before accepting the position of Committee Chair, the member shall provide a letter of support from his or her city to the FACC President.

Committee Coordination

- The chair serves as a coordinator and oversees the committee, acting as a liaison between the committee and the Board of Directors. The chair should ensure committee members understand their duties, organize the members, establish a meeting calendar (including proposed timeframes), and be available to answer questions from committee and board members during the term.

FACC Board Meetings

- The chair should plan on attending all FACC Board meetings. When a required report is due, the chair will prepare an agenda item for inclusion in the Board agenda packets; if there has not been any committee activity and a report is not warranted, the chair shall email FACC staff to notify them an agenda item is not being submitted.

Committee Appointments

- The president appoints the committee members each year. The chair will contact committee members and must document those members who remained active and sufficiently participated during the year, sending that information to FACC staff at year end so Certificates of Committee Accomplishment can be issued.

Select a Charity

- The committee shall be responsible for identifying a charitable organization each year to receive the designated portion of proceeds from the Silent Auction. The committee shall submit its recommendation to the Board of Directors for consideration and final approval.

Per the FACC Policies: Sponsorship and Exhibitor Guidelines for FACC Conferences/Academies

As part of FACC fiscal planning, the association has worked to grow corporate relationships and attract conference sponsors and exhibitors. Their participation offers clerks the opportunity to learn about needed products and services and helps FACC to keep registration costs down. Using a corporate liaison protects clerks with a "firewall" to avoid direct solicitation of contractors and uniformity across conference lines regarding private sector participation and is desirable to dissuade companies from choosing less expensive participation options.

Many members have great relationships with businesses that might consider participating in the conference and the networking spot. Here are some basic guidelines to keep in mind.

1. If there is a company you can recommend to your fellow clerks, please share that contact information with FACC's fundraising consultant. (Contact information should include company name, their name, phone number and email address.)
2. Your municipality is welcome to place items in the conference bags but all companies that contract with local government should pay to participate. Please don't accept or solicit bags, neck wallets, items for the conference bags, networking spot, door prizes, etc. If you have a company interested in those options for the Summer Conference and Academy or IIMC Region III, please give their contact information to the fundraising consultant. If you have a company interested in those options for the Fall Academy, please give their contact information to the FACC staff.
3. FACC members have a long history of self-sufficiency and support of their association through drawings, auctions and the acquisition of giveaway items. All transactions between FACC and private companies, and their employees, that engage in business with Florida's local governments should adhere to FACC's published sponsor/exhibitor opportunities, costs and requirements. Please keep

in mind that FACC staff is the liaison for all sponsorship opportunities (inclusive of items identified in #2 above) for the Fall Academy.

4. Spend time at the conference talking with sponsors and exhibitors. Thank them for supporting your professional association.

If you have any questions, please contact the current FACC fundraising consultants.

This policy adopted by FACC Board of Directors September 17, 2014.

This policy amended by FACC Board of Directors April 29, 2022.

This policy amended by FACC Board of Directors January 26, 2023.

This policy amended by FACC Board of Directors April 25, 2025.

This policy amended by FACC Board of Directors April 16, 2026.