

# Book Sale Co-Chairs

## Position Description:

Coordinate and oversee all aspects of planning and execution of the annual sale. These positions require two-year commitments. One person acts as the lead, or principal, co-chair. The second co-chair actually functions as an assistant to the principal co-chair, learning each of the tasks first-hand. The two co-chairs agree on how they will share the responsibilities listed below.

## Duties:

- Write articles for the AAUW Monthly Branch Calendar, sharing planning and sale information with membership as needed.
- Appoint members of the Planning Committee that meets in the spring.
- Review the sorting categories and arrange for printing of box labels that correspond to the categories.
- Develop a calendar for collection, sorting, drop off, moving, and sale.
- Find and organize sorting space
- Contact Washtenaw Community College early in the spring to confirm space arrangements; also arrange for a contract 2 years hence, in order to reserve use of the Artists' Gallery for dealer use on the first day of the sale.
- Contact other AAUW branches, especially Wyandotte/Downriver, and other groups to arrange collection of overflow books.
- Coordinate with the Publicity Chair all decisions and costs regarding official publicity and flyers.
- Prepare collection and sale flyers to be included with the reservation sheet for the May luncheon.
- Coordinate with the Staffing Chair to ensure appropriate volunteer staffing for the sale.
- Appoint a volunteer/committee to locate/prepare/arrange/post all other printed material: purchase receipts, price lists, posters, yard signs, and directional signs at the sale site.
- Arrange for training sessions for triage/sorting, and for cashiers (i.e. volunteers who take the money from the public, not the Head Tellers behind the scenes).
- Arrange for recycling service.
- Reserve 4 flatbed carts.
- Arrange for a Kick-Off Meeting/luncheon in June prior to the beginning of sorting.
- Review/approve requests for financial reimbursement or financial expenditures.
- Ensure that Transportation and Set-Up Chairs receive total box and tray count category information from the Data Support Chair.
- Ensure that the Set-Up chair has contacted with Concordia to arrange help from its basketball team on moving day and that payment to the school has been arranged.
- Review the set-up plan at WCC with the Set-Up Chair.
- Buy refreshments for the movers.
- Supervise the moving to WCC. Be sure all the handcarts are available. Clean up the sorting space after the movers have departed.
- Supervise the set-up at WCC.
- Arrange for volunteers to break down and store the unpacked boxes during set-up.

- Check to see that Head Tellers (behind the scenes) have aprons, cash boxes, and sufficient change, etc. Check arrangements for bank deposits.
- Attend and monitor the sale's progress during sale days. Confirm that non-profits will pick up books from 1-3pm on Sunday.
- At the end of the sale:
  - Arrange for volunteers who will assemble boxes to pack up remainder of books not sold and move sale materials to storage.
  - Supervise closing and clean up after the sale. Boxes of remaining soft cover books should be boxed and stacked.
  - Renew the storage unit agreement, if needed.
  - Ensure the tellers prepare a final Book Sale financial report.
- Meet with the Branch Funds Chair and committee for dispersal of profit from the year's sale. Reserve about \$10,000 for startup funds for next year.
- Secure written reports from each of the Committee Chairs.
- Arrange for a Wrap-Up Meeting with Committee Chairs. Brainstorm ideas for possible future improvements.

**General:**

- Attend monthly Board meetings.
- Determine potential expenses for a budget.
- Appoint all Committee Chairs.

*Updated April 2018*