

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 or delegate the responsibilities listed below.

Duties:

- Report progress to AAUW-AA Board each month during planning and execution period.
- Update Book Sorting and Book Sale guidelines to reflect the correct year and to become familiar with the various elements of sorting and of sale.
- Meet with co-chair, past chair and publicity chair in late January or early February for pre-planning the year's committee meetings.
- Appoint or alert members of the Planning Committee for service, coordinating at least three pre-sorting and one post-sale meeting dates for general planning.
- At first regular meeting, determine potential expenses for a budget.
- At first regular meeting, use existing working calendar as framework to coordinate all Committee assignments and project progress.
- At first regular meeting, use existing publicity flyers as framework for all decision details that inform the membership and the public.
- Monitor and coordinate all progress, and be prepared to report upon request.
- Find sorting and sale sites and organize contracts for same, taking into consideration recycling availability for both sites. Renew each contract, including Saline Storage contract, as needed, or state intentions to management for next year, depending on context.
- Coordinate and monitor final cleanup for sorting and sale sites.
- Secure written reports from each of the Committee Chairs.
- 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.
- At last meeting, review/brainstorm ideas for possible future improvements.

Updated August 2024