

## **Job Description for Director of Sales**

One year term

### ***Board Duties***

1. Attend Board Meetings as needed to report on the Sale.
2. Report all income and expenses to the PHG Treasurer
3. Make a final Sale report to the Board.

### ***Sale Duties***

For PHG sales only, set a date, locate an appropriate venue and negotiate the rental agreement.

If participating in Gathering of the Guilds, the Sale chair will attend the GOTG Steering Committee meetings and communicate via email with other representatives of participating Guilds. Share information with sale committee and the PHG Board. Review and Sign the GOTG Guild Joint Exhibition Agreement. Determine which items are covered jointly with GOTG and which PHG needs to arrange for. Decide on amount of booth space needed as part of the GOTG floor plan. Decide on amount PHG can contribute for advertising.

Choose a co-chair for next year. Discuss how you will divide the workload.

Form a Sale committee with positions for Treasurer, Guild Booth Coordinator, Publicity, Postcards/Signage, Social Media, Volunteer Coordinator, Demonstrations, Family Activities, GOTG Collaborations, Door Prize Drawing, Moving Props from MAC. Schedule Sale committee meetings, prepare agendas and distribute meeting minutes.

Publicize Sale in the newsletter each month. Stress the importance of all members taking part in this outreach activity not just vendors. Distribute Sale postcards to all members. Social Media Coordinator will post items promoting the sale on PHG and GOTG Facebook pages or any other appropriate social media.

Review Policies and Procedures for the Sale and get approval of PHG Board of any changes.

Prepare Sale documents including Entry Form, order forms, informational letters, sample inventory sheets and tags and anything else vendors need in writing.

Notify PHG members of Sale dates and application procedures and deadline for entering.

After entry forms are received, determine number of booths needed and negotiate more or less space if possible. Contact other fiber artists about participating and joining the Guild to fill empty booths if needed.

Finalize layout and assign booths.

Compile the order for props and services from OCC decorator for individuals and what the Guild needs. Order all props and services.

Oversee set up, sale event and take down throughout the weekend.

See that all income and expenses are reported to the PHG Treasurer.

Hold a Wrap up Sale committee meeting to thank the committee and review what worked and what didn't and make recommendations for next year.

Make a final report to the PHG Board about the Sale.

Revised 2015