



Comox Valley Horticultural Society

Position Description: Opportunity Table Chair

Duties include:

- Attends General Meeting every month (typically on the third Monday of every month except July and December);
- Works with committee members to create appealing displays of donated items for Opportunity Table;
- Assists pricing items donated to the Opportunity Table;
- Communicates with committee members to discuss initiatives for the Opportunity Table;
- Supervises handling of cash;
- Maintains a float;
- Ensures that cash is received by Treasurer after the meeting;
- Retains receipts for any purchases and submits to the Treasurer;
- Determines cash handling procedures with Treasurer;
- Communicates procedures to other committee members;
- Decides what time committee members should arrive at the General meeting;
- Submits a brief article for monthly newsletter to the Newsletter Editor (newsletter@comoxvalleyhortsociety.ca) to inform members of the theme of the Opportunity Table that month or to encourage them to bring donations to the Opportunity Table by the deadline (first Friday of every month except July and December);
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).