

---

## Comox Valley Horticultural Society

### Position Description: Opportunity Table Chair

---

The purpose of the Opportunity Table is to provide a venue for the sale of garden-related items at a reasonable cost to members, in order to contribute funds for the club. Special events such as a book sale may be held periodically to provide variety and possibly increase income from the table.

- At the Chair's discretion, sale items may be carried over for a future sale or disposed of after the General Meeting;
- A vehicle is helpful for transporting leftover sale items and committee supplies;
- Basic computer skills useful for doing reports and communicating with other committee members;

Duties include:

- Attends General Meeting every month (typically on the third Monday of every month except July and December, or when they are presented by zoom only);
- 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 or President 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;
- 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).

**Other committee members:**

- Assist with set-up, sale and disposal of items at the Opportunity Table;
- Count cash and provides accurate change to customers;
- Provide advance notice if unable to attend the General Meeting;
- Communicate with customers in a friendly manner;
- Exhibit a basic knowledge of plants;
- Provide input to Opportunity Table Chair to improve procedures and the general success of the Opportunity Table.

