

Thrift Shop Chairperson
Job description
(updated Nov, 2020)

The Thrift Shop Chairperson is not a voting member of the ROBINS SPOUSES CLUB board and is appointed by the RSC President. The Chairperson will act in accordance with the existing RSC Constitution, By-laws and policies.

BOARD REQUIREMENTS

- Acceptance of the chair position indicates a commitment to attend RSC Thrift shop meetings.
- Informs the Philanthropic Vice President if unable to attend thrift shop committee meetings.
- Prepares a written monthly agenda, meeting minutes and board report summarizing what happened during the month, and also presents bookkeepers financial reports and uploads them on the google drive.
- Maintains a notebook as outlined in BOARD PROCEDURES with the constitution and by-laws. Helps maintain the thrift shop notebook.
- At the December Board meeting, provides an updated job description.
- Updates thrift shop inventory in January.
- Provides an updated inventory log March meeting along with a projected Thrift shop Budget.

RESPONSIBILITIES

1. Volunteers at least one day every other week at the thrift Shop in order to have an in knowledge of the Thrift Shop daily activities. The thrift shop manager is responsible for operations of the shop. The committee chair assists the manager. The chair does not decide sales, advertising, policy, merchandising, or general operational procedures.
2. Refers the manager to the Philanthropic Vice President for questions and concerns. The chair is not the go-between.
3. Chair monthly Thrift Shop committee meetings. The thrift shop committee decides policy and procedures. The Chair assists the manager to implement this policy. Notify committee members meeting time and prepare an agenda. Minutes of the meetings will be maintained and presented with the Thrift Shop Board Report 5 days before the Philanthropic executive board meeting. Committee members include: RSC President, Philanthropic Vice president, Thrift Shop Chairperson, Philanthropic Treasurer, Advisor, Thrift shop manager, Bookkeeper and Parliamentarian.
4. Make sure all username and passwords for the thrift shop are shared with the Philanthropic Vice President and the RSC President.
5. Ensures monthly financial statements and annual reports are emailed to the Philanthropic Vice President. These are prepared by the Bookkeeper.

6. Ensures that the by-laws and constitution are implemented at the thrift shop.
7. Advertise for Bookkeeper and Day Manager positions in March of the upcoming year if there is an impending vacancy.
8. Helps the manager advertise the shop only as needed by the manager.
9. Maintains an electronic sign-up for volunteers either through sign-up.com or square app. Make sure there is communication between the manager and Philanthropic Vice President if there is a shortage of volunteers.
10. Maintains board reports, agendas, and meeting minutes on the google drive.
11. Updates the thrift shop notebook on google drive.
12. Following the RSC Elections, all outgoing Offices and standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional material to their successors at this meeting.