THE OTTAWA GUILD OF POTTERS

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| | **Sales Committee Chair -- Volunteer Job Description**<br>**Ottawa Guild of Potters – Executive Position** (Prepared by Debbie McLeod, 2013-09) |
| **Organization** | **The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in April along with a juried exhibition and one in November. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on. |
| **Position** | **Sales Committee Chair** |
| **Function** | **Internal/Operational**<br>The Sales Committee Chair functions as a member of the Guild's Executive Committee throughout the year. The Sales Committee Chair is responsible for the management of the Sales Committee which is charged with the organization and operation of the Guild's two (2) annual sales. |
| **Requirements** | The Sales Committee Chair is expected to attend most (preferably all) Executive meetings (usually 8-10 per year) and participate in group email discussions between meetings and attend any special executive meetings. This position requires someone with good communication, supervisory, and organizational skills. Computer knowledge would be beneficial. |
| **Duties** | The Sales Committee Chair is accountable for:<br>1) **Management of the Sales Committee**: to ensure a productive and efficient working team by:<br>a) Planning effective meetings and matters are dealt with in an orderly and efficient manner;<br>b) Provide leadership for the committee by providing support, supervision and clarification:<br>i) Trouble shoot any issues that arise;<br>ii) Ensure that committee team members fulfill their roles and responsibilities;<br>iii) Keeping abreast of timelines throughout the process;<br>c) Liaise with the Exhibition Chair for the Annual Spring Sale & Exhibition;<br>d) Liaise with the Standards & Education Committee for each sale;<br>e) Report to the Executive on the committee's work;<br>2) **Management of the Sale Venue**:<br>a) By setting dates for the Spring & Holiday sales (book dates by end of August for the following Spring and Holiday sales);<br>b) Act as point-person with the Venue to ensure the needs of the sale are executed (all things are booked, set-up and run smoothly);<br>c) Ensure invoices for any deposits/payments for the venue are forwarded to the Sale Treasurer to meet required deadlines;<br>d) If free promotion is offered by the venue, liaise with the Sales Publicity Coordinator to ensure that all information is supplied to them;<br>3) **Management of Sale Documentation by**:<br>a) Making sure that all sale documents are revised prior to each sale with agreed to insertions and/or deletions;<br>b) Posting all sale documents to the web site workspace;<br>c) Keeping records of up to date documents;<br>4) **Management of Sale & Exhibition property by**:<br>a) Managing the storage of the sale & exhibition property;<br>b) Managing the contract with Dymon Storage Inc.,; |

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| | 5) Other duties as required |
| **Accountability** | This position is directly accountable to the President and to the Guild's membership. |
| **Term** | Elected for one year term, up to a maximum of three consecutive years. The incumbent is expected to recruit and train a replacement prior to the end of their term. |
| **Evaluation** | President and General Membership. |
| **Benefits** | Great opportunity to work with a great team and to contribute to the success of the Guild sales. |
| **Approval and Review Dates** | This job description was approved by the Executive on September 9, 2014<br>It is scheduled to be reviewed in March 2015 |