



Book Sales Chair

The purpose and mission of the Friends of the Inver Glen Library shall be
- to maintain an association of persons interested in library services,
- to focus attention on library services, facilities, and needs, and - to
stimulate gifts, endowments and bequests.

Overview of Position: Book Sales Chair will coordinate a committee to plan, execute and facilitate distribution of used books and other media from the library and community donations to the public.

Key Responsibilities:

- 1 Create Book Sale committee with help of Volunteer Chair
- 2 Organize book sales with committee to solicit volunteers for
 - a. Contactless Book Sale
 - b. Annual Book Sale
- 3 Promote book sales with help of the Public Relations Chair
- 4 Work with Volunteer Chair to recruit for sale needs such as
 - a. Sorting and storing donated books for sale
 - b. Set Up and restocking sale shelves
 - c. Managing sales on Sale dates
 - d. Clean up and redistribution of unsold media
- 5 Report proceeds to board
- 6 Document and record the process

Qualifications: Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Willingness to use the computer for record keeping and board communication.

Accountable to:

- 1 Friends of Inver Glen Library Board
- 2 Internal relationships: with library staff; as volunteer for Friends' activities and events
- 3 External relationships: Be alert to opportunities to invite others to participate with Friends

Training and Support Provided or Available for this Position:

- a. Previous position holder will provide instruction
- b. Orientation by board member

Time commitment: *Term/length of service; hours/week, weekends? Or hrs vary based on activities* Yearly sale usually held in April (2021 held in mid- September) Advertising work begins 1-2 months before sale.

Set up is week before sale 4-6 hours for 4-5 days.

Sale runs designated hours that the library is open. (4-5 days...Tuesday through Saturday)

Past Chairs: Lori Frye ?-2019

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