



Gates Cactus & Succulent Society

Job Description Show & Sale Chairman

Responsible for execution of the Club's Annual Show and Sale

1. This position is a Board of Directors position. The Chair will be selected and appointed by the Board for a two year term, coinciding with the President's term of office.
2. While it is not necessarily the case, it is presumed that this Chair will appoint, with Board approval a Chairperson of the Annual Show and a Chairperson of the Annual Sale. The Chair may take on the responsibility of one or both of these positions, with Board approval.
3. The Chair is responsible for the successful execution of the Annual Show & Sale. While not limited to these points, the chair will be responsible for:
 - a. Finding and securing a location for the Annual S&S in coordination with the Show Chair and Sales Chair and with Board approval.
 - b. Preparing a budget of cost and proposed income for Board Approval.
 - c. Liaising with both S&S chairs to ascertain the needs of each in terms of supplies, facilities, equipment, etc.
 - d. Ordering materials and facilities to meet the needs of the event.
 - e. Attending Board of Directors meetings to keep the Board updated on the activities of the committees involved.
 - f. Liaising with the venue personnel to make sure everyone is happy with the scheduling and planned activities.
 - g. Producing and distributing publicity. Sooner or later we will have a professional in our club that can help with this. There is one form of publicity that we have not yet used. It is public service announcements on local radio stations.
 - h. Arranging security. Need security for Wed, Thurs, Friday nights. 7:00 Pm til 7:00 AM
 - i. Arrange 2 porta potties
 - j. Arrange permits necessary to satisfy the tent rental company and the fire department of the city of Riverside.