

Duties of the Book Sale Manager

Friends of Chelsea District Library

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees, and a member of the Used Book Sale Task Force (UBSTF). Approximately 16-20 hours *between each monthly* sale is required to satisfactorily fill this position. Sort Crew leaders, Cart Owners, Post Sale Manager and Inventory/Space Manager report to the Used Book Sale (UBS) Manager. The UBS Manager reports directly to the Friends' Board President.

Duties include, but are not limited to:

1. Attend all meetings of the Friends' Board, the annual Friends' meeting, and Friends' scheduled events whenever possible.
2. Schedule and attend Used Book Sale Task Force meetings, annually and ad hoc.
3. Maintain all book sale processes and procedures. Update manual as needed.
4. Train, coordinate, and supervise book sale preparation volunteers.
5. Recruit and schedule all required volunteers for the sale using online tools.
6. Make ad hoc decisions regarding pricing, logistics, etc. during the sale, or delegate responsibility.
7. Assure sales floor is set-up before the sale and correctly reset after the sale.
8. Communicate book sale information to Friends' Board, UBS taskforce members, and UBS volunteers.
9. Perform other duties as requested by the Friends' board.

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