

# THRIFT SHOP CHAIR

## JOB DESCRIPTION

### BYLAWS OF ASSISTANCE LEAGUE OF SALT LAKE CITY

#### 8.02 Elective Standing Committees

(i) The Thrift Shop Chair shall serve as the Board representative for the Thrift Shop. The Chair shall oversee Thrift Shop operations in collaboration with the Thrift Shop Retail Manager, whom they supervise. The Chair shall serve as a member of the House Operations and Finance committees.

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#### General Board Responsibilities

The Chair shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Conduct Thrift Shop Committee meetings as needed.
3. Serve as a member of the House Operations and Finance committees.
4. Submit a proposed budget to the Finance Committee for the succeeding year.
5. Oversee the Thrift Shop budget and approve invoices and vouchers in the absence of the Thrift Shop Retail Manager.
6. Maintain a Thrift Shop Chair procedure book and/or electronics records in the Master Data File.
7. Prepare and submit a year-end Final Report to the President by the specified deadline. Place the report in the Thrift Shop procedure notebook and an electronic copy in the Master Data File.
8. Submit job description changes for Thrift Shop Retail Manager and Thrift Shop Chair to the Bylaws Chair in accordance with Bylaws 8.02(f)

#### Specific Position Responsibilities

The Chair shall:

1. Establish goals for the year, both tactical and financial.
2. Ensure Thrift Shop policies are in alignment with Assistance League bylaws, standing rules and policies.
3. Supervise and evaluate the Thrift Shop Retail Manager's performance in conjunction with the Human Resources Committee.
4. Assist the Thrift Shop Retail Manager in recruiting department leaders for areas such as accessories, clothing, housewares, jewelry, etc.

5. Collaborate with the Thrift Shop Retail Manager to appoint a Thrift Shop management team, subject to Board approval, and attend Thrift Shop management team meetings.
6. Collaborate with the Thrift Shop Retail Manager to conduct Thrift Shop committee meetings as needed.
7. Recruit member volunteers and community volunteers to work in the Thrift Shop.
8. Collaborate with the House Operations committee to supervise work and repairs necessary to maintain the Thrift Shop and its grounds.
9. Collaborate with the Thrift Shop Retail Manager on community outreach to promote the Thrift Shop and/or the organization.
10. Support the Thrift Shop Retail Manager with Thrift Shop tasks including signage, pricing, training, merchandising, communications, expense control, sorting donations and systems management.
11. Participate in the interviewing and hiring of Thrift Shop Retail Manager and paid staff in conjunction with the Human Resources committee.
12. Fill in as Thrift Shop Retail Manager in the Manager's absence.
13. Ensure cash and card deposits are accounted for and reported to the Treasurer.
14. Monitor daily sales to increase sales through sales promotions, social media posts, outreach to vendors, community events.

Technology: Microsoft Word, email proficiency, ability to learn the scheduling system, cash register system, and in-house music.