**THRIFT SHOP CHAIR**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**MARCH 2014**

**DUTIES AND RESPONSIBILITES:**

Attend all governing board meetings (1st Thursday morning each month)

Prepare written monthly reports/provide to Secretary by Sunday prior to the board meeting

 Provide to 2nd Vice President to present in chair’s absence

Report to the 2nd Vice President

Attend all TOSC functions, if possible

Liaison between the Thrift Shop and the TOSC Executive Board; must volunteer in the Thrift Shop regularly to be knowledgeable to observe what is being done, what needs to be done and give information to the Thrift Shop employees and the TOSC Board

Supervise the Thrift Shop Manager: The Thrift Shop Chair must have a working knowledge of TS

By-laws, Standard Operating Procedures, Employee Contracts, Statements of Work, Budgets, Financial

Reports and pricing guidelines.

Substitute for the manager when necessary. Thrift Shop Chair must know how to run the cash

register, be able to open and close the shop including opening the cash register and preparing the deposit

and making the deposit at the bank

Have working knowledge of the all TS procedures so that they are able to ensure all procedures are adhered

 to.

Volunteer at the Thrift Shop every Tuesday for a minimum of 2 hours, and an absolute minimum of 2 hours a week volunteering on donation processing days.

Receive and review the Thrift Shop Bookkeeper’s monthly financial report

Chair the Thrift Shop Advisory Board meeting at least quarterly, more often as needed

Copy minutes for TOSC board via that month’s board report, TSAB members and notebook

Advertise paid/volunteer job openings

 These positions include Co-Managers, Sales Associate, and Bookkeeper.

 Chair the hiring committee for any paid positions currently vacant

The Thrift Shop Advisory Board interviews applicants and select the persons to fill any paid positions currently

vacant. Advisor must be present in order for business to take place.

Coordinate with the Volunteer Coordinator to ensure volunteers are at the Thrift Shop

Prepare with 2nd VP Thrift Shop Standard Operating Procedures when needed and get approved by TSAB

Coordinates Thrift Shop Fashion Show for social event if placed on social calendar

Draft a working budget for following year with 2nd VP, Manager and Bookkeeper to be presented at the last

 TSAB meeting of the year

Prepare TS L&M budget with 2nd VP and Welfare Treasurer to present to board for approval

In cooperation with the manager, ensure proper volunteer and staff recognition

 Monthly/Quarterly and post it at the Thrift Shop

 Arrange appreciation functions using budgeted funds

Update Thrift Shop with 2nd Vice President and present to board for approval

Update the job description and present it to the Parliamentarian NLT 28 FEB each year

Prepare an after action report and present to the President and 2nd Vice-President NLT 31 MAY each year

Update/clean out continuity notebook and present to successor NLT May turnover board meeting

 Include updated job description and after-action-report

**QUALIFICATION REQUIREMENTS:**

Customer service skills

Basic money management skills

Business management skills helpful

**POSITION DURATION**: TOSC board year (1 June – 31 May)

**TIME REQUIRED:** 20-30 hours/month (including hours volunteering at the Thrift Shop)

Volunteer every Tuesday a minimum of 2 hours, Saturdays when possible and spread out the other hours on administration duties and donation processing days.