

# Historic Iris Preservation Society

<b>Job title</b>	<i>Commercial Source Chair</i>
<b>Reports to</b>	<i>HIPS President</i>

## **Job overview**

Gather commercial vendor data for Historic Irises listed [or grown] for sale.

## **Duties and responsibilities**

- Attempt to contact vendors annually to request an update of historic irises offered for sale.
- If vendor agrees, include those grown but not listed for sale in any particular year.
- Update existing data sheet with the new information while purging out old information.
- Include vendor contact information within the sheet as well as source/date information for each vendor's listing [e.g., internet catalog].
- Seek out additional vendors, often by checking their on-line catalog for historic offerings.
- Do not include vendors of modern irises who just happen to include several historic ones unless those historic ones are not found at other vendors.
- Submit updates in time for purchase choices each spring.
- Submit further updates as needed throughout the growing season.

## **Qualifications**

Minimum qualification is basic competency with Excel spreadsheet, so that must be available. Email is generally used for communication to and from vendors. Microsoft Word or ability to convert document files is often required to read the returned information. Eventually a database or an internet-based application may be used (i.e. Google Sheets).

## **Working conditions**

This can be done from home or in spare time in an office.

## **Direct reports**

The final updated sheet is sent to the President, Vice President, Roots Editor and Website manager. The Website manager will post the latest version on the website for members to view and download.

**Date Reviewed: November 17, 2018**