

# Historic Iris Preservation Society

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

## **Job purpose**

An important component of HIPS' income is the sale of various items to HIPS members and the general public. The HIPS Sales Chair is responsible for managing the storage, inventory, and sales of publications and other items. These items include back issues of ROOTS and various reprinted publications, plus other items that may be introduced in the future. This does NOT include the Rhizome Sale, which is a separate committee.

## **Duties and responsibilities**

The HIPS Sales Chair will

- Store and inventory all sales items
- Receive orders via email and postal mail
- Package and ship orders promptly
- Track the items sold in an appropriate spreadsheet or other electronic format
- Keep records of sales and submit them to the HIPS Treasurer
- Work with a sales advisory committee to determine pricing of items and introduction of new items
- Report to the President when inventory gets low
- Present a yearly report to the HIPS President with sales totals

## **Qualifications**

Because the sales items are shipped via United States Postal Service, the Sales Chair must live in the US. The Sales Chair must be trustworthy, well organized, and able to fulfill a request in no more than two weeks, with one week preferred. The Sales Chair must keep careful records of sales and possess the necessary computer skills to

- Communicate via e-mail, with the ability to check email at least every two days
- Track inventory and sales in an electronic format
- Access the Internet
- Use US Postal Service online shipping within the HIPS account (training provided)
- Use PayPal to pay for the item shipping, within the HIPS account (training provided)

The Sales Chair is a Board of Directors position and the chair will be expected to attend HIPS board teleconferences, join in Board discussions on the Board e-mail listserve, and vote on Board matters.

### **Working conditions**

The Sales Chair works from home and must be able to store the inventory for the sales. This is estimated to be 6-7 archive-size boxes, and this may increase or decrease slightly over time. HIPS will pay for the inventory to be shipped to the Sales Chair's home.

### **Physical requirements**

This job is not physically demanding. However, the Sales Chair will need to take packages to a local post office for shipment.

### **Direct reports**

The Sales Chair works with an advisory committee but reports directly to the President of HIPS.

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*