



Gulf Coast Garden Club Position Description Form

Position Name

Annual Plant Sale Chair

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Committee Name: GCGC Annual Plant Sale

Position Overview:

1. GCGC Members should agree on having a Plant Sale and agree to participate.
2. Chairperson is appointed.

Skills/Abilities/Other Requirements:

Essential Position Functions:

See Attached.

Print Form

Rev. **12/15**

Plant sale

Members of GCGC should agree on having a sale and agree to participate.

There should be at least 2 people in charge of the sale. Volunteers need to be solicited.

A date for the sale should be picked in advance so that the sale can be listed in the GCGC yearbook and also given to the Lee County/Fort Meyers Garden Council.

The sale date and set up date need to be confirmed with Unity Church and be entered in the church calendar. The fee to Unity Church also needs to be established.

There also needs to be sufficient notice for members to transplant plants from their gardens into pots. Periodic reminders to the club may also be needed.

If there is to be a sale, a decision also needs to be made about having a white elephant sale, water/drinks for sale, etc.

A decision also needs to be made about selling plants obtained from outside vendors.

A decision needs to be made, prior to the sale, as to what will happen with any remaining plants.

Offering leftover plants for sale to the Unity Church members on Sunday seems to have worked out. Staffing will be needed for this sale.

As the date gets close:

There needs to be confirmation that there will be donations to the plant sale and members need to be informed of when plants will be accepted for sale.

The plant sale date needs to be promoted to the club and advertised to the public.

Members need to be recruited to work the sale:

Set up and pricing

Assist with sales

Provide information regarding the plants to buyers

One person needs to be in charge of the cash.

Clean up

Change/petty cash is needed at the start the sale.

One person should be designated as the person in charge of the money until it can be given to the treasurer. Alternatively, arrangements could be made to have the treasurer pick up the funds.

1-3-16