

**Red Wing Collectors Society Inc (RWCS)
Job Description – Show and Sale
2014**

Position Description of Show and Sale Position

The support position of Show and Sale is a voluntary position and shall be appointed by the RWCS Executive Director with the advice and consent of the RWCS Board of Directors. The position shall be responsible for Show and Sale at the annual convention and the MidWinter GetTogether.

The honorarium of the Show and Sale Support Position is considered to be an independent contract for tax purposes. This is decided on and voted on by the Full Board of Directors of the RWCS. Per the IRS publication 15-A where are three main areas used to make this decision: behavior control, financial control, and the relationship outlined in this Position Description. Annually this position is required to sign an agreement that outlines the independent contract relationship.

Qualifications

- Ability to plan, organize and problem solve.
- Willingness to work with the RWCS Executive Director and Board of Directors in fulfilling the responsibilities of the position.
- Ability work with the RWCS Executive Director on the show and sale table design layout, sellers/helpers and the table application process.

Responsibilities

Summer Convention

1. Review procedures, rules, and regulations for Show and Sale work with Executive Director to change or update as necessary.
2. Review Sellers table contract with Executive Director to make changes and for copies for distribution.
3. After all table applications are received, arrange with Executive Director a process to create the table layout.
4. Review the list of sellers alphabetically by table number as well as table layout to confirm assignment before publication by the Executive Director.
5. Recruit volunteers or work with Red Wing High School Athletic Director to help with table set-up time, haul-in times and for security.
6. Submit list of names of volunteers including name, city and state from and years of volunteering by June 1 (absolute deadline).
7. Work with Executive director on security needs in April/May to finalize schedule.
8. As Executive Director received table requests after the deadline, assist spaces as needed to sellers.
9. Create or work with Executive Director to review aisle markets, name tags for tables, collection of missing contracts/ST-19 forms, and any other things which could change each year).
10. Friday (during convention). : Set up tables and chairs and put names on tables. Furnish tape measurers, measuring guides, etc. necessary for set up. Provide refreshments for volunteers. Friday morning and afternoon haul-in times: Be available for any questions and resolve any problems which may arise. Oversee that sellers follow guidelines for haul-in time. Work with school custodial staff to make sure Show and Sale area is secured before leaving building on Friday.
11. Saturday (during convention):. Contact school custodial staff and have Show and Sale area unlocked. Be available for any questions.
Saturday.: Set-up time for sellers. Oversee and be available for any questions and resolve any problems which may arise.
Saturday.: Show and Sale Opens – Be available for any questions. Resolve any problems which may arise. Make any necessary announcements. .

MidWinter GetTogether - may also be handled by RWCS Office

1. Formulate procedures, rules and regulations for Show and Sale.
2. Check over table application forms and sellers' contracts and make any changes.
3. Executive director will create table layout, handouts and post to website.
4. Work with facility or recruit volunteers to help with table set-up time, haul-in time, and for security
5. Coordinate with Executive Director any after the deadline table requests, have contracts filled out and collect fees if necessary.
6. Saturday of MidWinter: Hotel staff will set table and chair. Puts names on tables. Be available during haul-in and set-up times for any questions. Resolve any problems which may arise. Be available during Show and Sale time for any questions. Make any necessary announcements and door prize announcements.

Other

1. Provide any feedback on improvements or changes following the event to the Executive Director to include in directors report.
2. During the year listen to members' concerns, suggestions, and answer any questions via telephone, e-mail, or personal contact.
3. Maintain constant communication with Executive Director as to all aspects of Show and Sale and other areas of convention planning, via telephone, e-mail or letter in regards to progress of convention and anything which may require Show and Sale attention.
4. Update job description as needed.
5. Other duties as assigned or needed.