

SCOTT ARBORETUM SELECTIONS - FALL SALE
Volunteer Job Description

Information & Finance Chair

The Information & Finance Chair (IFC) is responsible for budget and inventory record keeping and for the communication of that information to all relevant individuals (i.e. Plant Sale Committee, Education Chair, Woody Chair, and Perennials Chair).

1. Create draft budget for Fall Sale
 - Participate in budget planning process.
 - Seek buy in from committees with expenses
 - Produce final budget for fall meeting
2. Format lists based on Curator's Woody and Perennial plant list with markup etc for the pricing meeting.
 - In the Plant Sale year, the selects plants and places orders for those plants.
 - Participate in pricing meeting.
3. Curator submits lists of selected Woodies and Perennials to IFC, W&P chairs, nomenclature, education chair.
 - Changes are made as necessary and submitted to IFC. Changes happen up to and including the week of the sale when plants arrive.
 - Curator updates inventory records and sends final list with received plants.
 - IFC receives sales data (scanner) and updates inventory records and combines for inventory reporting.
4. Monitors income and expenses:
 - Monitor Special Friends income with STAFF to make sure all received makes it to plant sale account
 - Review expenses as they arrive to make sure they are plant sale expenses
 - Create anticipated plant expense from curator lists to make sure plant expenses are in line
 - Create Money Counting Summary sheets for Cashier/Checkout Counting process
 - Create spreadsheet to record income from Summary sheets by session, type of payment
 - Monitor income and expenses in Banner system of College accounting
 - Check sales tax - as of 2019 the College business office automatically deducts
 - Create final financial reports
 - Advise on money to be transferred

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).