

SCOTT ARBORETUM SELECTIONS - FALL SALE
Volunteer Job Description

Membership Chair

Maximize the opportunities and leadership at the Fall Sale to convert non-members to the Associates of the Scott Arboretum

- Set goals and strategies with membership committee to increase membership before and during the Plant Sale. (We will no longer offer vouchers as incentives for membership—dividend/dividend voucher will be offered)
- Enlist volunteers for entrance of Plant Sale to promote membership and greet customers.
- For various levels of shopping times, enlist volunteers at entrance to confirm category. Lists for appropriate categories/times will be provided. Since there are three distinct times/categories of shoppers: 1) Arboretum Assistants and Council members; 2) Contributor members and categories above; and 3) all other members, it will be important at entrance for volunteers be aware and check Membership cards or lists for each time-slot.
- Plan for display of membership materials: membership brochures, information board with member benefits listed, and any special brochures or displays at entrance along with membership incentives.
- During public shopping hours, membership displays as above should be placed within the sale grounds also—one display where non-members can see the advantages of membership as they approach the checkout area; another display within the Plant Sale site at a place to be determined by the committee if space allows.
- Arrange for a supply of Fall Dividend plants or vouchers for those joining at the sale. Have selection of Dividend plants for those arriving ONLY to pick up their dividend with appropriate card.

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).