



JUNIOR LEAGUE OF BUFFALO

Women building better communities

JOB DESCRIPTION

Title: Boutique Chair
Boutique Co-Chair
Boutique Sustainer Co-Chair

Goal: Responsible for the complete operation of the Boutique, from merchandise selection to set-up and take down of the boutique. Most time is spent setting-up Boutique and staffing it once the house is open.

Duties:

- Attends all Steering Committee meetings
- Plans and facilitates Boutique Committee meetings
- Devises a system of record keeping and pricing
- Reviews a list of crafters from Show Houses
- Attends craft shows to discover new opportunities
- Drafts and sends letters to crafters inviting them to Jury Day
- Works with resources other than crafters to stock the Boutique
- Plans Jury Day
- Contacts crafters after Jury Day regarding participation
- Secures stockroom space in Show House
- Works with the Executive Chair in revising the Crafters' Contract
- Plans and organizes merchandise drop-off and pick-up dates and times
- Arranges to have Boutique space cleaned, painted, etc.
- Plans and executes the design of the Boutique space
- Arranges for transporting of display cases to and from headquarters
- Works with Executive Committee and Boutique Committee regarding selection of Boutique name
- Works with Staffing to be certain Boutique is staffed at all times, including Ribbon Cutting, Mondays, the News Party, etc.
- Orders cookbooks from other Leagues to be sold in the Boutique
- Re-orders stock as necessary
- Plans a re-stocking strategy
- Trains Boutique Committee to work on the cash register, write sales checks, etc.
- Works with the Financial VP and Boutique Treasurer to set-up systems
- Reviews consignment payment information with the Boutique Treasurer after the house closes
- The Boutique Sustainer Co-Chair should also have a flexible schedule and should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- General meetings once a month
- Boutique Committee meetings
- Steering Committee meetings
- Placement hours will vary
- Daytime availability is necessary
- It is ideal if the Chair or Co-Chair can be at the Boutique at all times
- Weekend availability is essential, as those days are usually the busiest

Experience:

Would suggest this position for a member who demonstrates strong organizational and people skills.