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# CACTUS and SUCCULENT SOCIETY of NEW MEXICO

P.O. Box 21357

Albuquerque, New Mexico 87154-1357

<http://www.new-mexico.cactus-society.org>

## ORGANIZATION POLICY

### SALE EVENT CHAIRPERSON DUTIES AND RESPONSIBILITIES

The following Cactus and Succulent Society of New Mexico (CSSNM) Policy shall be followed until such time as it is abolished or amended by a general membership vote. This policy covers the duties, responsibilities, and authorities of the appointed chairperson, and the CSSNM Treasurer for the annual sales event.

**Sales Chairperson** will have full decision making authority over the sales portion of the CSSNM spring show and sale. Requests and recommendations may be made by CSSNM members; however, the **Sales Chairperson's** decisions are final. (Such authority is subject to acting in CSSNM's best interests.)

1. The **Sales Chairperson** may form a committee and/or delegate whatever tasks he/she chooses, but all participants, including workers, vendors, etc., must be informed of any alternative authority.
2. The **Sales Chairperson** will determine which **Vendors** will be invited to sell plants at the sale, and send each an **Invitation** and **Vendor Agreement** in a timely manner. The invitation list should include previous **Vendors** unless they should be removed for cause. The **Sales Chairperson** will review any new participation requests from potential Vendors for approval or disapproval. Those approved will be sent an **Invitation** packet. Space available after invitees have responded should be a primary consideration.
3. The **Sales Chairperson** will provide the CSSNM Treasurer with a list of the invited vendors and the originals of all signed **Vendor Agreements** for permanent record.
4. The **Sales Chairperson** in conjunction with the **Show Chairperson** will establish the hours for set-up, including the room set-up and the times that vendors can set up their plants. The **Sales Chairman** is responsible for providing the room set-up times to the CSSNM Webmaster for distribution to the membership, and for notifying **Vendors** of their set-up times. Only the **Sales Chairman** or his/her designee can make changes to set-up times; all changes need to be communicated promptly.
5. The **Sales Chairperson** will determine and oversee the layout of the sales area including spacing, and will ensure that all sales tables are covered with the plastic covering prior to the **Vendor** set-up time. The **Sales Chairman** will consult with the **CSSNM Treasurer** on the positioning of the cashiers' tables, and with the **Show Chairman** regarding the show tables.
6. The **Sales Chairperson** will determine the size and location of table space allotted to each **Vendor**. Lines will be drawn on the table covering to ensure **Vendors** stay within their allotted space. The **Sales Chairperson** will decide if a **Vendor** can move plants into spaces vacated by other **Vendors** after ensuring that the space is no longer needed by the assigned **Vendor**.
7. The **Sales Chairperson** will determine what, if any other products may be sold such as books, pots, soil, etc. **Vendors** must obtain permission from the **Chairperson** in advance to ensure there is

available table space. The **Chairperson** should avoid approving products that would be in direct competition with the Garden Center shop which is normally open during member events,

8. The **Sales Chairperson** is responsible for setting up and maintaining the silent auction plants area.

9. The **Sales Chairperson** or his/her designee must be present throughout the set-up and sale to answer questions and resolve problems.

10. The **Sales Chairperson** in conjunction with the **Show Chairperson** will ensure that all CSSNM property is removed from the garden center immediately following the event, or between the hours of 9:30 and 2:30 on the following day. The Garden Center Manager needs to be consulted in advance on whether CSSNM property may be left until the day following the event, and if so, the best place to stage it for pick up that will not interfere with other scheduled users. The **Chairpersons** should have contingency plans in place in the event volunteers and/or vehicles become unavailable.

**CSSNM Treasurer** will have full decision making authority over the financial portion of the sale. (Such authority is subject to compliance with State and Local laws, and acting in CSSNM's best interests.)

1. The **Treasurer** or his/her designee will ensure the cash registers are properly programmed and in good working order far enough in advance of the sale to be able to take care of any mechanical or programming issues.

2. The **Treasurer** will coordinate with the member assigned to issue barcode labels to ensure the labels are readable and all information is correctly programmed.

3. The **Treasurer** will recruit and train volunteers to run the cash registers and ensure that there are sufficient volunteers to box plants and assist the cashiers for the entire sales event.

4. The **Treasurer** will ensure that the cash registers contain sufficient seed money at the start of each sale day, and remove all cash at the end of each sale day.

5. The **Treasurer** will complete all accounting, pay vendors within approximately three (3) weeks of the end of the sale, and pay the CAGC the percentage and fees owed them.

6. The **Treasurer** will provide CSSNM members with a report by the first meeting following the event.

APPROVED BY MEMBERSHIP VOTE ON 19 MAY 2017.