

HAMPSHIRE GENEALOGICAL SOCIETY

BOOKSTALL MANAGER

ROLE DESCRIPTION

To liaise with the organisers of Family History and Genealogy Shows around the country to ensure the Society maintains its profile by being present if applicable and beneficial. This can be in the format of physical attendance or by virtual methods.

TERM OF OFFICE

No specified term – position can be held for as long as the holder or Society wishes.

COMMITMENT

Attending day fairs and group meetings in person or online as arranged or arrange replacement. There may be a commitment of about two events a month in the summer months, less in the winter months. Occasionally an event might have duration of 2 or 3 days.

A couple of days (at least) in preparation and clearing up after a fair. Other days dealing with stock and stock suppliers, maintaining records, liaising and dealing with event organisers and dealing with other responsibilities as listed below may require 2 days a month minimum.

2-3 days during year-end to carry out stock take

RESPONSIBILITIES

- To be the Society contact point for the event organisers
- To determine the events that are of benefit in financial and image aspects and ensure the Executive Committee have been advised
- To liaise with the organisers and determine the number of tables required and access to power and Wi-Fi
- To ensure sufficient resources are available to man the HGS tables during the duration of the event
- To ensure resource is available to transport the Bookstall stock to the event
- To ensure that HGS members in the area are contacted so they may help to provide resources and feel included
- To ensure where an event is of two days or more, that overnight accommodation is made available

- To ensure that the HGS Bookstall stock levels are managed efficiently and where appropriate, liaise with the Sales Office to replenish stock where necessary
- To take appropriate security measures with the stock and money held
- To maintain a list of the items sold, with the price listed and whether taken as cash, cheque or card
- To check the items sold against the stock held and replace as appropriate
- To count the money taken at the event i.e., Book sales, cost of any supplied drinks and snacks for volunteers, and the method used; cash, cheque, or card
- To bank the cash and cheques
- List any items purchased to add to the HGS Bookstall
- Collect any items previously ordered for collection such as Eve McLaughlin Guides
- Provide the HGS Treasurer with a written sheet showing total amount taken and spent with all necessary receipts, listing all items sold or bought, and expenses incurred
- Maintain and keep the cash float at an agreed level – usually £40.00
- At end of the financial year (HGS financial year Jan-Dec) carry out a fully listed and costed stock take of all bookstall items for the Treasurer
- To develop a team of volunteers trained to manage the stall, ie recording all the items sold and train in recording sales and use of technology used such as card payment machine)
- To promote the Society
- To help visitors with their Hampshire research inquiries
- To encourage visitors to join HGS if they are not already members

KNOWLEDGE & SKILLS REQUIRED

IT competence; ability to manage a team of volunteers; some genealogical knowledge; cash handling and till management; physically able to lift and move large weight

RESOURCES NEEDED

A computer; internet connection; storage area for stock; transport (hatch-back style car at a minimum)