

## **Boutique: Bakery Sale Chair - Responsibilities**

9/2021

The Chair of the Bakery is responsible for obtaining baked goods from club members, getting volunteers to assist on the day of the sale and organize and supervise the Boutique bake sale.

### **Responsibilities:**

1. Attend the October and November Board meetings.
2. Request members to donate two baked items. If unable to bake, request a donation of \$15.00.
3. Circulate two sign-up sheets at the October and November meetings, one to indicate what baked good one is bringing or a donation, and one for members to volunteer at the bake table on the day of the Boutique.
4. On the day of the Boutique, the Chair(s) will set up, price and arrange goods from 8:30- 11:00am. Ask the Boutique Chair for the Bake Sale Supplies Bucket. Volunteers will assist during the day of the Boutique. Volunteer times may be: 11-1, 1-3 3-5, 5-7 depending on the hours of the Boutique. Chair(s) will supervise volunteers as needed throughout the day and return for clean-up.
5. Ask members to make their baked goods attractive by using boxes, ribbon or other decorations. Chair, or committee member, may add red or green ribbon to some baked goods for a more festive look. Some items may come in boxes or may be opened by committee members to sell as individual pieces or in packages of 3 or 6. e.g. cupcakes, brownies, cookies. Bring bags for items and handle with tongs or gloves.
6. Remind members to bring baked goods to the Boutique the evening of the set-up (clarify time with Boutique chair) (usually between 5-7pm) or before opening time of the day of the Boutique.

7. Chair, or committee member in charge, will determine the cost of the contributed baked goods. Members may suggest price depending on the cost of the ingredients. All items should be marked to sell. During the last hour or two of the Boutique, prices may be reduced to expedite sales. (Check with Boutique Chair)
8. Chair will receive a sum of money in a cash box from the treasurer to allow her and her committee to make change.
9. Assign one member of each two-hour shift to be in charge, especially of the cash box and the pricing
10. Chair will ensure that the monies are counted and given to the treasurer at the end of the boutique.
11. Chair is responsible for the clean up at the end of the Boutique. Food items not sold may be used for the Holiday party.