

SHEET & TILMORE ALLOTMENT ASSOCIATION

Committee: Roles & Responsibilities

Trading Secretary

Role: To ensure that STAA members have access to goods via the Trading Shed by organising stock ordering, shed opening, sales and receipts.

Responsibilities:

- January publish shed opening times, stock and price list.
- February weigh out seed potato orders ready for members' collection.
- March – June shed retail sales and seed potato order collection. Generally alternate Sunday mornings.
- Manage sales & receipt book every trading day.
- Pass proceeds to Treasurer on a regular basis.
- At close of shed trading 'sell through' as much damaged or remaining stock to leave shed with as little stock as possible overwinter.
- Organise rodent control for the winter.
- September - conduct stock-take with another committee member.
- October - complete sales reconciliation to pass to Treasurer for annual accounts for the year end, Sept 30th.
- Prior to AGM in November, contact seed potato supplier, currently Pennard Plants, The Walled Gardens, East Pennard, Somerset BA4 6TP. Tel: 01749 86 00 39 for seed potato and stock list with planned prices for the forthcoming year.
- Around 6 weeks prior to the AGM circulate the Shed order forms to STAA members.
- At the AGM collect STAA member's orders (not Kings Seeds) and collate.
- Report annual sales at AGM.
- Around November organise purchase of seed potatoes for delivery to the Shed in February.
- Provide Trading reports to the STAA committee when required.