

JOB DESCRIPTION WAYS AND MEANS

The duties outlined below for the Ways and Means (Ginza) Chair of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines essential duties for all elected chapter positions according to I.I. In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. May recruit other chapter members to form a committee.
2. Maintains the inventory of ikebana arrangement equipment.
3. Sets pricing for all chapter owned/purchased items.
4. May set a percentage of funds to be given to the chapter for member Ginza sales.
5. Works with members to donate items for chapter Ginza.
6. May pay for donated items upon their member's retirement or death.
7. Works with chapter sensei to secure needed items for their students.
8. May create/provide a starter loaner kit for newer members or guests or work with sensei/chapter members to provide one.
9. Secures and solicits items for fundraising activities. Items may or may not be ikebana related as determined by the board and or related fundraising event.
10. If Ginza inventory is in a storage facility, makes arrangements for items to be transported to/from storage to the meeting location.
11. Provides a printed or digital copy of all documents/records (including all bank statements) to the new Ways and Means (Ginza) chair and the Historian or online depository.