



JOB DESCRIPTION

TITLE: Merchandise Chair

REPORTS TO: Board Director/Fundraising

SUMMARY: Responsible to provide new merchandise items for continued sales to help fund the Association. Orders items, secures suppliers, assists with the creation of new designs and material, brochures, inventory control and ASA merchandise trailer management.

Merchandise chair oversees actions for California and Arizona. Chair will appoint one vice chair to assist merchandise operations in California and Arizona, respectively.

DUTIES AND RESPONSIBILITIES:

- Assist with policies, shipping methods, cash receipts, future products and warehouse locations. Additionally, assists with ASA attended events and oversees the ASA Online Store and ensures that merchandise trailer is available at all events.
- Deposits all funds from events and money received by mail from business sponsorships, memberships, store orders, donations and raffle sales. Sends one copy of all checks along with deposit slips and deposit breakdown to the Chief Financial Officer and retains one copy for file.
- Oversee the Online Store and shipping of merchandise.
- Maintain two merchandise trailers/warehouse.
- Maintain merchandise checkbook and disburses payment for all merchandise purchases; sends copy of check and invoice to Chief Financial Officer.
- Maintain Stamps.com account.

VOLUNTEERS:

Volunteers assist with set up and tear down at events, trailer cleaning, working the various trade shows and assisting the Transportation Chair with driver support.