

# **DUTIES OF THE MERCHANDISE COMMITTEE**

## **1. General Committee Duties**

- 1.1. The Merchandise Committee has two primary goals.
  - 1.1.1. To provide specialty merchandise as a convenience to members and for the purpose of member identification.
  - 1.1.2. To establish a profit margin to independently maintain operations and defray costs.
- 1.2. The Merchandise Committee maintains a stock of "CAC" merchandise and Forensic Science Society materials for sale to Association members.
- 1.3. A selection of items is maintained by the Committee.
- 1.4. A supply of merchandise is to be delivered for sale at each semi-annual seminar.
- 1.5. Goods are replaced periodically to replace what is sold.
- 1.6. Ideas for new merchandise are solicited from members, and samples are obtained for marketing trials.
- 1.7. Adequate Committee membership is maintained to ensure representation at all seminars.
- 1.8. Maintain an online store so that members (and non-members) may purchase merchandise without attendance at events, between events, or if they reside outside of California.

## **2. Duties of the Chairperson**

### **2.1. Reports**

- 2.1.1. The Chairperson reports in writing to each Board of Directors meeting and each business meeting. This report presents sales figures, current stock of all items, and prospects for new products for Board and membership consideration.

### **2.2. Organization**

- 2.2.1. The Chairperson or his designee maintains an inventory of goods on hand and is responsible for ordering replacement stock either from vendors or from the Forensic Science Society and for ensuring delivery of sales stock to each semi-annual seminar.
- 2.2.2. Goods are ordered and payment are made only when they are delivered. The Chairperson maintains no "deposits" on future orders. The incoming Chairperson may request the Board authorize representatives of the Merchandise Committee to establish and maintain a fee-free checking account under the Association's IRS Identification Number, 95-3245268. This account shall be for the sole purpose of receiving and disbursing funds in the operation of the Merchandise Committee. The account shall be established by the Merchandise Committee with at least two signatories, any one of which shall be required for the disbursement of funds. The funds are accountable to the Board of Directors of the Association through its Treasurer.
- 2.2.3. The Chairperson will provide \$50 to a sales representative at the seminars. The representative will ensure that \$50 in small bills is available at the start of the seminar.
- 2.2.4. The Chairperson maintains liaison with the Treasurer of the Forensic Science Society and arranges for payment through the CAC Treasurer of any charges for FSS goods. Payment is made to FSS only upon sale of goods (i.e. we hold stock on consignment). Payment is made via bank draft in British Pounds Sterling or Euros. FSS pays shipping charges. FSS is to be supplied with CAC merchandise on a reciprocal basis.

### **2.3. Requests**

- 2.3.1. The Chairperson considers requests for new merchandise and will seek Board reaction to any major proposal. Items which have adequate sales are retained in stock.
- 2.3.2. The Chairperson will fulfill special order items for customers between seminars in one of the following two ways:
  - 2.3.2.1. building up multiple item orders to minimize shipping costs.
  - 2.3.2.2. passing on the shipping costs to the customer.
- 2.3.3. Special order items are paid for upon receipt, payable to the CAC or the CAC Merchandise Committee.
- 2.3.4. Files are maintained so that Committee business can be transacted and records passed on in an efficient manner.

### **3. Duties of the Committee Members**

- 3.1. The Committee members aid in the procurement of stock items by arranging for production and/or delivery of goods.
- 3.2. Members assist at seminars by occupying the sales booth at seminars.
  - 3.2.1. A petty cash money box containing \$50 in small bills will be made available.
  - 3.2.2. Receipts and monies in the form of checks only will be forwarded to the Chairperson within 30 days after the seminar.
  - 3.2.3. Credit card transactions will be completed at the seminar or at the earliest opportunity.
- 3.3. Members may also assist by providing merchandise for sale at dinner meetings, study groups, or other special events (*Optional*).
- 3.4. Members suggest ideas for new products and new sources for present products.

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