



Ways & Means Chair

Position Responsibilities

Management Responsibilities

- Inventory existing stock to determine needs going forward
- Search out innovative ideas from Board and Club members to determine where to concentrate on purchasing based on inventory and upcoming events
- Search out sources for products, get estimates based on quantity and quality the BMDCSC is trying to achieve
- Present ideas and costs to board for approval
- Place orders for product in a timely fashion so we are stocked for upcoming events
- Determine retail pricing for our wares and additionally determine when older merchandise should be marked down to liquidate to free up cash for new purchases
- Store inventory and any display aids for Club
- Transport products and display aids to Club events as needed

Selling Responsibilities

- Prepare product price sheets for all inventory
- Display and sell products at matches and other Club events where requested
- Collect proceeds from sales of products and raffle tickets including sales tax (where applicable) using multiple methods, the Square, personal checks, cash
- Generate an itemized sales report for each event and forward to the Board and the Treasurer along with the proceeds