

ITC EDUCATIONAL SUPPLIES/SALES

This committee is responsible for display and sale of ITC educational materials, supplies and jewelry items.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Regional President is responsible for determining the quantity and selection of materials to be offered for sale.
3. Inventory materials received and maintain continuous inventory of items on hand.
4. Appoint committee members and prepare schedule for personnel assigned to work in sales room according to conference schedule.
5. Work with Coordinator to arrange for secure storage area for materials and verify that room will be locked when not open for business.
6. Design/arrange displays so customers can easily see items without crowding sales personnel (only open and display one of each item for sale).
8. Have sufficient bags for bagging orders.
9. Coordinate with Properties Chairman (secure yourself) to insure sufficient cash boxes, calculators, pencils, order forms, etc. are available.
10. Give report of sales and monies to Treasurer daily for deposit.
11. Prepare an end of term inventory on all materials on hand for inclusion in the committee records before forwarding records to succeeding chairman.
12. Forward all monies collected from sale of education materials to Controller who will check the forms who will forward monies to Treasurer for deposit along with the financial statement, which includes purchases, sales, and materials on hand.
13. Forward complete files for the past three years to the succeeding chairman immediately following Annual Conference.