

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES®] MERCHANDISE SUBCOMMITTEE

PURPOSE:

To create and/or purchase materials to be sold as a means of raising funds for the General Fund of Area L.E.G.S. All funds are to be used for the sole purpose of carrying the message of Narcotics Anonymous recovery to the still suffering addict.

Qualifications & Duties

Chairperson: Nominated and voted in at the Area Service Committee.

Four (4) years clean time.

1. One (1) year commitment.
2. Previous service experience such as: a group treasurer, a subcommittee chair or vice chair or have actively supported the Merchandise subcommittee at least 6 times during the year
3. The ability to organize and give the Subcommittee direction and incentive.

Duties

1. Arrange agenda for the Subcommittee meeting.
2. Attend all Area Service Committee and Merchandise Subcommittee meetings.
3. Initiate all necessary correspondence, including communications between Area L.E.G.S., Buckeye Region, and World Service Office.
4. Keep Area L.E.G.S. informed of all ongoing Merchandise Subcommittee activities.
5. Ultimately be responsible for the files, inventory, records, and overall functions of the Merchandise Subcommittee; submitting a monthly inventory report.
6. To maintain a maximum of only three (3) items in inventory, unless one item has less than (5) pieces then a new item can be introduced.
- 7.

Vice Chairperson. : Nominated and voted in at the Area Service Committee

1. Four (4) years clean time.
2. One (1) year commitment.
3. Prior service experience. such as: a group treasurer, a subcommittee chair or vice chair or have actively supported the Merchandise subcommittee at least 6 times during the year
4. Ability to assume responsibilities in the absence of the Merchandise Subcommittee

Duties

1. To work closely and assist in all duties of the Merchandise Subcommittee.
2. Attend all Area Service Committee and Merchandise Subcommittee meeting.
3. Carry out responsibilities delegated by the Merchandise Subcommittee Chairperson and/or the Merchandise Subcommittee.

Secretary: Nominated and voted in by the Merchandise Subcommittee.

1. Six (6) months clean time.

2. One (1) year commitment

3. Responsible for the written report/minutes of the Merchandise Subcommittee.

GUIDELINES

1. That the Merchandise Subcommittee will accept payment in the form of cash, money orders, local checks and electronic payment for which a receipt will be written.
2. That the Merchandise Subcommittee submit a written inventory and a financial report on a monthly basis to the Area Service Committee - to be included in the Area Minutes.
3. Merchandise Subcommittee will turn over to the Area Treasurer all money for deposit once a month. [Done at the Area Service Committee meeting].
4. The Merchandise Subcommittee has an operating budget of fifty dollars (\$50.00).
5. That the Merchandise Subcommittee has a budget of \$800.00 and all money received from sales will be deposited into the General Fund.
6. Any member appointed by the Merchandise Subcommittee that travels out of-town solely to sell merchandise for the Merchandise Subcommittee will be reimbursed for gas upon turning over a receipt for payment along with turning in the verification of permission to sale at said event to the Area Treasurer.
7. A minimum of three (3) bids from different vendors should be received before making a recommendation and presenting to Area for the final approval to purchase