

3/4/2020
REVISED
8/26/2020
9/30/2020 COMPL

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

Qualifications & Duties

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

~~5~~ (4) year clean time.

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1. One (1) year commitment.
 2. Previous service experience. *GROUP TREAS CHAIR, V-CHAIR OR SUPPORT OF MERCH SUB-COMM 6 OF 12 MO.*
 3. The ability to organize and give the Subcommittee direction and incentive.

Duties

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1. Arrange time and agenda for the Subcommittee meeting.
 2. Attend all Area Service Committee and Merchandise Subcommittee meeting.
 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.

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

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1. ~~5~~ (4) year clean time.
 2. One (1) year commitment.
 3. Prior service experience. *GROUP TREAS CHAIR, V-CHAIR OR SUPPORT OF MERCH. S-COMM 6 OF 12 MO.*
 4. Ability to assume responsibilities in the absence of the Merchandise Subcommittee Chairperson.

Duties

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1. To work with and assist closely 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} ~~clean~~ time.
2. One (1) year commitment

Duties

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

3/4/2020

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9/30/2020 COMPLETE

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

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.

GUIDELINES:

8/5/2020 MOVE TO DUTIES

8/26/2020

1. The Merchandise Subcommittee Chairperson ^{IS REQUIRED} ~~and be responsible~~ ^{ATTEND} to all Merchandise Subcommittee meetings and the Area Service Committee meetings.
- ✓ 1. That the Merchandise Subcommittee will accept ^{PAYMENT} money in the form of cash, money orders and local checks. ~~AND ELECTRONIC PAYMENTS FOR WHICH A RECEIPT IS TO 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 ~~separate expense fund~~ budget of eight hundred dollars (\$800.00) and all money received from sales ~~over \$800.00 will be~~ ^{WILL BE} deposited into the General Fund. ~~Any money sales not amounting to \$800.00 will stay in the separate [expense fund] Merchandise Subcommittee budget.~~
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 to the Merchandise Subcommittee of Area L.E.G.S. Treasurer. ^{FOR PAYMENT ON AREA SUB COMM} ~~ALONG WITH VERIFICATION OF~~ ^{PERMISSION TO SALE FROM SAID EVENT}
- 7.

~~RECEIPT FROM~~

~~OR PRIOR~~

~~FORM~~