

Duties of the TBQ Guild Company Store Chair

The Company Store Chair:

- stores and transports items each month, except July and December which are reserved for TBQ parties
- arrives early on general meeting days to set up the sales area and donation acceptance area
- may purchase wholesale items to be sold to the membership, preferably not in competition with the local quilt shops (e.g., logo mugs, specialty lights)
- announces at the TBQ general meetings and on the website special items that are for sale
- donates items that have not sold for several months to one of the local thrift stores
- submits completed 'Request for Reimbursement' forms, along with receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

The chair should keep a record of income and expenses for the year-end report to the President.