

Toller Rescue Inc.

Merchandising Chairperson Roles and Responsibilities

POLICY: There will be a Policy and Procedure for the Merchandising Chairperson

PROCEDURE:

GENERAL CONSIDERATIONS

- 1. It is important for the Chair to make clear to the artist/manufacture IF they are a Member of TRI, the only funds that can be paid by TRI is reimbursement for actual expenses: materials, gas (to the store to purchase supplies), shipping, and the like. Receipts/mileage calculations are necessary for reimbursement. Actual time spent has to be donated. A TRI member cannot make a profit. It should be mentioned by the Chair to the member artist/manufacture that they should discuss with their tax advisor that this “donated time” might be a tax-deductible donation.**
- 2. If the manufacture of the art is not a TRI member, the company/individual should be encouraged to discount the price for TRI, as it is a non-profit charity and the difference might be tax deductible as a donation.**
- 3. Expensive items: It may be advantageous for TRI to carry only one or two display models. When TRI receives an order the Chair will contact the artist/manufacture and have them ship the item directly to the purchaser. Then TRI will not have to carry a large inventory, and more funds will be available for rescue work.**
- 4. Fragile items: It is important to get explicit instructions from the artist/manufacture on how to package the item, or arrange like the expensive items for it to be shipped directly by the artist/manufacture.**
- 5. Items shall be shipped promptly. Any item that is not stocked by the Chair and sent directly from the artist/manufacture shall be noted as such on the website or on the display model as it will take additional time to get to the purchaser. The Chair and artist/manufacture should previously agree how long this lag time will be. People get upset when their item takes a long time to receive.**
- 6. All other items will be stored at the Chair’s home or other acceptable location approved by the Board.**
- 7. The Chair will ahead of time get firm shipping charges for each item TRI has for sale. Standard shipping will be by Priority USPS Mail. Items totaling over 25.00 shall be insured. Foreign shipping will be calculated on an individual basis and quoted and agreed to by the purchaser before an order is accepted. The cost of shipping needs to**

- include any material needed to ship the item safely i.e.: bubble wrap, tape and other supplies. The cost of shipping and method of each item will be listed on the website, or on the display model.**
- 8. It is preferred that items be made in the USA with USA manufactured materials.**
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RESPONSIBILITY	ACTION
1. Board	Appoints Merchandising Chair
2. Any Member	Think up merchandising ideas and suggest to Board or Merchandising Chair to be discussed at the next quarterly board meeting
3. Board approves/disapproves merchandising suggestion	If approved, submits idea to Chair for research and feasibility
4. Merchandising Chair	Researches feasibility of item including price and availability, potential interest and sales
5. Merchandising Chair	Reports back to the board with a proposal
6. Board	Discusses and votes on the proposal of the item
7. Merchandising Chair	If approved arranges for the production of the item
8. Merchandising Chair	Sends all the bills and receipts to the Treasurer
9. Treasurer	Disperses funds
10. Merchandising Chair Webmaster	When items arrive insures that the item is included on the website with a photo
11. Merchandising Chair	Sends all monies received to the Treasurer in a timely manner
12. Merchandising Chair	Submits a quarterly report to the board in time for the quarterly board meeting

Date: August 4 2009

Updated: