

Merchandise Chairperson (minimum 3 years clean time required)

1. Designate vice-chair and subcommittee members where practical
2. Maintain current and accurate financial records of all merchandise related expenses.
3. Submit all funds generated through the sale of merchandise to the NEFASR treasurer within 72hrs of receipt of said funds.
4. Prepare and present current status reports to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes, merchandise related proposals, and purchase records for future use.
6. Present to the NEFASR committee a variety of merchandise for fundraising purposes and sale during the NEFASR with the exception of registration gifts (see registration chair). All merchandise selected for the NEFASR must be approved by the NEFASR committee.
7. Attend all NEFASR fundraisers. Pursue and obtain permission from the NEFASR committee to attend other NA events to sell NEFASR merchandise. Coordinate attendance with the appropriate NA event representatives.
8. All NEFASR merchandise shall be the responsibility of the merchandise subcommittee chair at all times.
9. Operate and maintain a merchandise sales table during the NEFASR.
10. Prepare and maintain food and beverage sales during the NEFASR if appropriate.
11. Obtain \$50 in startup cash from the NEFASR treasurer on the day of the retreat. The purpose of the startup cash is to make change from sales. Purchases are not authorized.
12. Responsibility for the handling of cash at an event may be re-delegated from the subcommittee chair to a sole individual at any given time during the event. Individuals with access to cash must have at least 18 months clean time. Cash must be maintained in a secure manner at all times.