

Peo-Taz Chapter of A.B.A.T.E. of Illinois
Job Description
PRODUCTS DIRECTOR

QUALIFICATIONS

As the person responsible for the sales of merchandise, the Products director must be an organized individual who either has background in or is willing to learn merchandising and sales.

TIME REQUIRED

The Products Director will need to devote approximately 20 hours per month to the job for sales, record keeping, and telephone work. Each month there is an Officers meeting and a Chapter meeting. Additional time will be required for Chapter events.

BASIC DUTIES INCLUDE:

1. Reporting activities of the office at the Officers Meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Establishing and maintaining a list of vendors for product purchases.
4. Establishing and maintaining a list of vendors for product screening or embroidery.
5. Presenting merchandise samples to the Officers for sale approval.
6. Setting the sales price for merchandise with approval from the Officers.
7. Making all Chapter and A.B.A.T.E. of Illinois products available for sale at least one-half hour before all Chapter meetings.
8. Making products available for sale at scheduled Chapter Events and other events as requested by the Officers.
9. Recording all sales, collected monies from the sales of products, and turning over collected monies to the Treasurer within a timely manner.
10. Maintaining an inventory of products for sale.
11. Appointing assistant and recruiting volunteers as necessary to help with job performance.
12. Preparing an Article for the Chapter Monthly Newsletter when appropriate (notice of sales or new items).