

Merchandise Chair

- Attends monthly Roundup committee meetings and reports on progress.
- Works with Graphics Chair on design of logo for t-shirts and other selected merchandise.
- Helps with flyer design regarding merchandise information.
- Researches best available prices for t-shirt printing and reports to committee.
- Works with Web chair to help set up the pre-order forms, and makes sure the pre-order process is working.
- Communicates with Registration Chair to keep informed about pre-orders and registration numbers (if applicable).
- Coordinates clothing and other merchandise purchases and delivers them to Roundup (if applicable).
- Organizes merchandise sales at Roundup. Recruit sales volunteers to ensure table is properly staffed.
- Handles credit card payments with credit card swiper (PayPal bluetooth brick)
- Prepares cash for handover to the treasurer, and notifies treasurer when cash box is 'too full'.
- Attends hotel walk-through meeting.