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Supply Chairperson Opening

Position Start Date: October 11, 2023 (At the close of Convention)

The HLRSC has an opening for the Supply Chairperson. If you are interested in this position, send an email to Robin Laymon, HLRSC Secretary at HLRSC.Secretary@gmail.com prior to September 30th. Please include a short resume indicating your qualifying factors for the position.

Requirements: Bondable, Ability to work with the public, Ability to retrieve orders from a website, Ability to locate quality merchandise at a reasonable cost.

Supply Chairperson Guidelines

The following is from the HLRSC Constitution and By-Laws

The Supply Committee shall consist of a Chairperson, whose duty it shall be to fill all needs for supplies. The Chairperson shall account for all monies, which shall be turned over to the Treasurer and shall furnish a full financial report including an inventory list at the Annual Meeting.

Guidelines for fulfilling the duties of this HLRSC position are as follows:

The Supply Chairperson shall account for all monies, which shall be turned over to the Treasurer monthly and shall furnish a full financial report including an inventory list at the Annual Meeting.

Bonding

The Supply Chairperson shall be bonded in favor of the club in an amount to be set by the Board of Directors in a sum to be not less than \$25,000.

Failure to satisfy the bond requirement within thirty (30) days following appointment shall automatically disqualify the appointment of the Supply Chairperson from office. All related costs of the bond are to be paid for by the Club. The bond must stay active without disruptions once issued. If for any reason the bond is lost or cancelled by the bonding agency the supply chairperson will be removed from the position within 30 days.

Orders/Sales

Duplicate receipts will be issued for each purchase. The duplicate copy goes to the purchaser. The original copy will be mailed to the Treasurer along with the checks on a monthly basis, within 10 days after the first of the next month. Receipt totals will match monies submitted to Treasurer. Any discrepancies in monies will be explained in writing.

Any receipts for shipping supply expenses or shipping costs will be mailed to the Treasurer for reimbursement with the monthly deposit. Shipping supply costs are not to be taken from the supply receipts.

An up-to-date record to be kept tracking the name of the purchaser, description of items shipped (including sizes/colors), amount paid, check number, date the order was shipped, date funds/receipt sent to Treasurer. These records should allow for an inventory report on demand.

No sold supplies are to be shipped to the buyer until payment is received in full.

Compensation

The Supply Chairperson shall receive fifteen percent (15%) of the gross sales of supplies after the costs to the Club are deducted. This shall be the total compensation for the Supply Chairperson.

A commission request consisting of an invoice listing each month's sales totals will be submitted to the Treasurer quarterly.

A complete financial and inventory report will be submitted to the President prior to the annual Board meeting to fulfill the Constitution and By-Laws.

When supplies are transported to the convention, the only reimbursement will be for gas and there is a limit of \$250 with receipts. No additional funds will be authorized for the function.

Ordering Supplies

The Supply Chairperson must have the President and Treasurer's approval prior to placing orders or purchasing merchandise.

The Supply Chairperson is to procure the best price possible when purchasing supplies for resale. The Supply Chairperson shall submit bills to be paid to the Treasurer in a timely manner.

Pricing Supplies

At a minimum the calculating of the selling price of each item shall be done as follows:

The actual cost of the item; plus, the cost of shipping the items from the manufacturer to the Supply Chairperson; plus 17% to cover the cost of the commissions (15% to the Supply Chairperson and 2% to the Treasurer); then rounded up to the next full dollar amount.

Shipping Charges

The Supply Chairperson shall charge sufficient shipping charges (postage) to adequately cover all shipping costs to the club. They will monitor and adjust accordingly as needed.

Supply Budget

Purchases for supplies to be resold shall stay within the approved HLRSC budgeted dollar amount. The President must approve any excess amount before additional purchases are made.

National and Convention Supply Sales

An assortment of club supplies to be sent to the HLRSC National and ARBA Convention, along with a detailed inventory list, sales receipt book and supply sign listing items and prices. If the Supply Chairperson is unable to attend either event, they are to contact the show committee Chairperson to make arrangements for receiving, returning, and selling supplies. A revised inventory list along with receipt copies to be returned to the Supply Chairperson along with the supplies. (The Supply Chairperson shall make the show committee Chairperson aware of the latter.)

Any deviation from the above procedures should be taken up with the President for approval. Any job-related questions that may arise should be directed to the President for advisement.