



# CASN MERCHANDISING CHAIR

## 1. JOB DESCRIPTION

- A. Maintain active membership in CASN/NASN unified
- B. Attend Full Board meetings or provide a written report to the President prior to the meeting
- C. Promote the visibility of Colorado Association of School Nurses (CASN)

## 2. ROLES AND RESPONSIBILITIES

- A. Order items to sale at CASN events
- B. Recruit additional committee members to research items for sale
- C. All orders to be approved by the Executive Committee
- D. Maintain a list of vendors
- E. Keep financial records of merchandise assets and expenses, including retail and wholesale value and share with CASN Treasurer
- F. Keep items in stock
- G. Submit the value of the merchandise inventory at the end of each school year to the Treasurer/Co-Treasurer
- H. Responsible for all merchandise stored
- I. Submit Annual Report for the CASN Fall Conference