

Guild Merchandise Committee

1) *General duties for all standing committees:*

See "General Duties for All Standing Committees" document.

2) **Guild Merchandise Committee job description:**

- a) The Guild Merchandise chairman will be selected by the **October** meeting for the following calendar year.
- b) Committee members will participate in the selection and ordering of appropriate merchandise.
- c) Work with Raffle Quilt chairman to obtain photo of raffle quilt for quilt show pin design and order pins no later than May.
- d) Price merchandise to cover expenses and make a profit.
- e) Sell guild merchandise at monthly meetings and at the August Gems Quilt Show.
- f) Submit money from merchandise sales to treasurer with Income/Expense form.
- g) **Submit article to newsletter chairman each month & promote merchandise at meetings.****
- h) At quilt show, work closely with Membership committee to make sure new members are aware of available merchandise.

Reviewed/Revised: November 2016