

CASN MERCHANDISING CHAIR

JOB DESCRIPTION

Role and Responsibilities

- Maintain active membership in NASN/CASN unified
- Attend Full Board meetings or provide a written report to the President prior to the meeting
- Promote the visibility of Colorado Association of School Nurses (CASN)
- Provide items for sale at CASN events
 - Recruit additional committee members if possible to research items CASN can use for sale
 - All orders are approved by the Executive Committee
 - Maintain list of vendors
 - Keep financial records of merchandise assets and expenses, including retail and wholesale value
 - Keep items in stock
 - Submit the value of the merchandise inventory on hand as of 6/30 each year to the Co-Treasurers
- Submit Annual Report for the CASN Conference

Updated September 22, 2012