

## ASSOCIATION MERCHANDISE ADMINISTRATOR POSITION DUTIES

Date February 3, 2009

**General Overview:** The position is to procure quality items of wearing apparel and other suitable items relating to a normal gardener's use. These items are to display the authorized Michiana Master Gardeners' Association's logo to identify the wearer/user of their membership in the association. While members are not required to wear merchandise displaying the MMGA logo it will help to identify members during association-sponsored events such as Garden Tour, Seminars, and Speaker's Bureau presentations.

**Procurement:** Finding suitable quality merchandise is done through several means. The Purdue University Master Gardener Program has a person involved in procuring merchandise for the statewide program's use. This person can be a resource for contacts and on occasion has merchandise for resale. However, the major source will be through the efforts of the Association Merchandiser's research, seeking out local and catalog vendors and working with them to provide quality merchandise at a reasonable cost. **Indiana sales tax is to be paid to the vendor when the merchandise is procured.**

**Merchandise Pricing Policy:** Merchandise is provided to benefit the association's member and is not intended to be a moneymaker. However, to cover inventory and incidental expenses, the final price to the member will be the merchandise cost including the sales tax plus 15%.

**Sales:** A member will select an item for purchase from the representative samples/catalog made available by the Merchandiser. If the item the member selects is not on hand they should place a prepaid order with the Merchandiser. The Merchandiser procures the item and delivers it at the next meeting after it arrives.

**Inventory:** To avoid huge and costly amounts of inventory the Merchandiser shall have in her/his possession, only a limited amount of articles of each type for member selection. The exact amount will be determined through experience and inventory record keeping.

**Record keeping & Reporting:** Records of vendors and articles they supply along with their pricing structure shall be kept. Inventory records shall be kept up to date in order to have asset value available. Standard bookkeeping records shall be kept with quarterly reports furnished to the Board Liaison for reporting and filing in accordance with the MMGA Bi-Laws and Policies. In August of each year, with the assistance of the board liaison, a budget shall be prepared for the following fiscal year.