



Gulf States Quilting Association

Policies and Procedures

Ways and Means Chairman

Policy Statement

The Ways and Means Chairman shall be responsible for the fund-raising activities approved by the Board of Directors; maintain records of sales, inventories of merchandise and a list of recommended businesses; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to his/her successor.

Procedures/Standards and Roles & Responsibilities:

1. Maintain an accurate and detailed inventory of available merchandise.
2. Prepare a report of sales to be presented at each Board meeting
3. Present a verbal report of available merchandise at each general meeting.
4. Sell and/or supervise sale of merchandise at general meeting, seminar and quilt shows.
5. Maintain a \$50.00 Ways and Means "change" fund.
6. Submit all funds over \$50.00 to the Treasurer with a written record of sales.
7. Maintain a list of recommended businesses from which to purchase merchandise.
8. Present suggestions for fund raising activities to Board for approval.
9. Supervise "lotto block" activities, including identifying chapter or person(s) responsible to present "lotto block" kits at general meetings and approving all receipts for kit materials and collecting all funds from chapter/person responsible for sales of kits. Maintain records of "lotto block" sales, etc.
10. Any additional related duties as directed by the President or the Board.

Policy History

Original Date: June 2009

Reviewed: March 2014

Revised: January 2015