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Merchandising Chairperson

Position Description

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	Moderate

Role of the Merchandising Chairperson

The Merchandising Chairperson is responsible for coordinating the design and purchase of conference merchandise. This includes both generic and conference specific items. Merchandise includes but is not limited to: shirts, coffee mugs, pens and lanyards.

Essential Functions

- Coordinate generic logo into design for print merchandise.
- Coordinate conference specific logo into design for print merchandise.
- Take advantage of purchasing power to buy bulk items for current and future use such as lanyards and pens.

Talents Needed for Success

- Ability to negotiate for best price.
- Ability to work within a budget.
- An eye for color coordination given item color availability and conference logo theme.
- Knowledge of the print industry is preferred.

TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.



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Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Merchandising Chairperson

Timeline

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Timing	Task / Item
Every Meeting	<ul style="list-style-type: none"> Attend every committee meeting to keep in touch with the conference theme as it evolves. Update group on ideas for merchandise as they begin to formulate. Let the group know of any needs you may have as you approach the conference.

Timing	Task / Item
For August Meeting	<ul style="list-style-type: none"> Negotiate and bring winning banner bid to AA and Al-Anon Chairs for approval.
For September Meeting	<ul style="list-style-type: none"> Present banner to the Board and then the Committee to represent the spirit of the conference theme.
For December Meeting	<ul style="list-style-type: none"> Bring a catalogue, sample merchandise and sample order to the Board for approval. Conference specific items to be ordered include t-shirts and coffee mugs. Generic items to be ordered include lanyards and pens; check supply.
For January Meeting	<ul style="list-style-type: none"> Bring merchandise samples to the meeting for approval. Place merchandise order.
For February Meeting	<ul style="list-style-type: none"> Bring merchandise to meeting.
Conference Weekend	<ul style="list-style-type: none"> Sell merchandise during open registration times and during event breaks on Friday evening. Sell merchandise on Saturday during conference Workshops Sell merchandise on Sunday prior to open talk and during raffle drawings. Last call for merchandise will be given during the raffle drawings.