

Online Sales Chair:

The Parents' Club periodically offers online sales of family-oriented spirit merchandise. For short windows of time, select merchandise can be purchased online via our website and delivered by mail. The Online Sales Chair will work with the rest of the Spirit Merchandise Team to make a recommendation to the club's Board of Directors about when these online sales will take place, what products will be offered, and pricing (including charges to pack and ship).

The Online Sales Chair:

- Investigates the cost of packing materials and postage, and secures materials to pack and ship.
- Works with the Web Manager and President to prepare the website.
- Works with the President to recruit volunteers to assist as needed.
- Oversees the packing and shipping of orders.
- Keeps an inventory of sales and updates inventory records at the end of each event.
- With volunteers, packs up and stores unsold merchandise with the Merchandise Storekeeper. Be sure items are organized and neatly stored.
- Thanks volunteers.
- Prepares an Event Report and reports to the Board of Directors and the Spirit Merchandise Team about the results of the online sale.

The Online Sales Chair works closely with the rest of the Spirit Merchandise Team, supporting and assisting as needed. All decisions about purchases of merchandise and pricing must be approved in advance by the club's Board of Directors.