

Ways and Means Committee:

The Executive Board Liaison shall be the Treasurer.

- Develop fundraising ideas for the Division including but not limited to sales of logo goods to members.
- Research and shop for creative items of interest to AFSS members. Promotional items related to the fire service, AFSS, and our professions are most desired. Send all pertinent receipts and documents to the Treasurer as needed.
- Obtain Executive Board approval prior to purchasing and adding new items to the inventory.
- Maintain a current price list approved by the Executive Board, and maintain an adequate supply of inventory for sale; reorder as appropriate.
- Provide storage for products between events.
- Coordinate and provide items for sale at Quarterly General Membership meetings, at Annual Conference, and at *any other function where AFSS and CalChiefs could be marketed*. Arrange for assistance to staff the sales table as needed.
- Place ads and/or articles in the newsletter and ensure a current order form is posted on the website.
- Report on all earnings quarterly to the membership. Monitor and report to the Executive Board the profitability and marketability of the different products.
- Send all monies earned, with documentation, to the Treasurer immediately following the Quarterly General Membership meetings and Annual Conference, and at least monthly for online and mail-order sales, and/or sales at other events.
- Contact counterpart Committee Coordinator to network and discuss bulk purchase orders of goods.
- Work closely with the Membership Committee Coordinator to compare sales items and new member welcoming items, and possible sharing of costs.

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.