

## **STA Purchasing Officer Responsibilities**

Opens and manages wholesale accounts that allow Member Crafters wholesale privileges for their product materials

Purchases #5 merchandise for the Co-op that does not compete with crafters, but fits in with the ambiance of the store and supplements sales to make sure the Co-op meets its financial obligations and stays open

Attends wholesale conventions (Salt Lake City and Las Vegas shows) to see trends in the market, purchase #5 items for the store, and help Member Crafters learn what is currently selling well

Checks numerous catalogs, finds appropriate #5 merchandise, and makes orders for the Store; meets with company representatives at the Store, along with the Manager, to find appropriate #5 merchandise

Builds affiliate links with our wholesale companies we purchase merchandise from so that when people visit their websites, they will see that the Co-op carries their items in this area

Checks e-mail sites of wholesales companies regularly to discover bargains, and responds to businesses when they post upcoming sales, free shipping days, and/or coupons for discounts

Works with the Financial Officer and reads all credit card purchases carefully to make sure records are correct, any problems are cleared up, and any fraudulent purchases are taken care of

Is informed by the Manager or Working Member when packages arrive, checks invoices of shipped items to make sure orders are correctly filled, that no merchandise is missing, and that no over-charges are made on shipping

Makes sure all bills or invoices are given to the Financial Officer

Coordinates with Board and the Financial Officer as to amount of money available before purchasing merchandise other than regularly purchased items such as supplies and candy

Keeps the Financial Officer informed of upcoming purchases that need to be made for particular seasons, events, etc. (e.g. need to purchase Christmas and Fall merchandise in the spring, but will not receive purchases or be billed until the appropriate time)

Makes sure candy is fresh in the Store and orders as needed for upcoming events (e.g. Candy drops for the Store and the Mormon Miracle Craft Fair)

Keeps bags and all other needed supplies in the Store by coordinating with the Manager regularly

Checks with Manager on what popular #5 items need to continue to be purchased for the Store

Keeps a log book of time spent at home doing Co-op purchasing business

Helps generate ideas to bring more people into the Store

Is a full voting member of the STA Board and gives input on all issues

Juries items and protects established crafters from exact copies of items from new crafters

Promotes STA's mission at all times

## **STA Display Officer Responsibilities**

Chairs Display committee

Works with Manager to keep displays fresh and full of crafts, coordinating with #5 items that match ambiance of Store

Makes major display design changes in the Store with approval of the Board

Recommends and purchases new displays when needed with permission of the Board

Meets with Manager and Purchasing Officer on a regular basis to discuss current trends and purchases

Buys, when needed, and contacts Snow College Service Learning Club to put up and take down seasonal decorations that attract customers to the Store

Keeps chalkboard signs filled with enticing blurbs about what is in the Store

Helps generate ideas to bring more people into the Store

Helps Board find solutions to concerns and offers help where needed

Helps with Co-op sponsored events when needed

Is a full voting member of the STA Board and gives input on all issues

Juries items and protects established crafters from exact copies of items from new crafters

Promotes STA's mission at all times