

POSITION: BOOKSTORE MANAGER

(This position may also be filled by two co-managers, or a committee)

APPOINTED BY: Annual Session Planning Committee

NOMINATED BY: Annual Session Planning Committee

TERM LENGTH: One year

TERM ENDS: August 31

REPORTS TO: General Arrangements Clerk

WORKS PRIMARILY WITH: General Arrangements Clerk

DEFINITION: To make available books, charts, and other materials representing Friends' concerns and interests to Annual Session attenders desiring to purchase such materials.

TASKS & TIMELINE:

**\*\*January through March\*\***

Prepare lists of available books, pamphlets, and other materials that might be of interest to Meetings or individuals.

For advice, contact previous bookstore managers, or book sources such as the Friends Bookstore, or the AFSC Bookstore, and solicit information from meetings. (University Meeting has book sales.)

**\*\*April to Annual Session\*\***

Order books, usually on consignment basis. We usually order from Pendle Hill Bookstore and FGC Bookstore. Pendle Hill can pull together an order based on previous sale. Be sure to order several months in advance to allow time for shipping, checking, sorting, and pricing.

Review locations at the Annual Session site being considered for the Bookstore.

Taking into consideration the Annual Session schedule, prepare a work schedule for workers to run the store. Design a schedule that provides people with reasonable opportunities to visit the store during the Annual Session.

Prepare a system for handling money and recording sales.

Working with the Registrar and the Volunteer Recruiter/Coordinator, as needed, line up a staff to run the store.

Find out about sales tax in Washington State, it needs to be collected. Contact State Dept. of Revenue for forms and information.

**\*\*During Annual Session\*\***

Supervise operation of the store.

Daily, check inventory and sales records against cash box.

Develop safe method of monitoring & storing cash from sales.

**\*\*After Annual Session\*\***

Balance books, return unsold stock and generally settle accounts with the suppliers.

EVALUATION: Prepare a report/evaluation for the bookstore manager's files. Send a copy to the Gen. Arrangements Clerk on or before August 21. This report should include information useful to next year's Bookstore Manager (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from the previous Manager, sort through it, update the information, and add your report/ evaluation (and any materials you think are needed).

Return file to the General Arrangements Clerk BEFORE August 21.

EXPENSES, TRAVEL: Check with the Registrar about advance cash for book purchases when needed and for cash for the cash box. Other expenses can be paid by check when returning merchandise. Reimbursement is provided for supplies expense, "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

OTHER INFORMATION: Use a locked cash box. (SC min. 10/22/83)

The Bookstore Manager receives one full (or two half) fee waiver(s), upon request. If a committee runs the bookstore, each person should get about a \$25. fee waiver, if requested.