

## Sales Table Director

**Position Purpose:** The Sales Table of RCA is part of our club's member benefits. Materials are offered so members can purchase them at a discounted cost, though anyone who visits an RCA meeting may purchase from the Sales Table. Sales Table materials are especially useful to new members, and can therefore be used to encourage people to increase their knowledge and skills and to have a positive introduction to the field of astronomy and to the club itself. In addition, offering useful observing tools such as planispheres, LED lights, solar glasses is a service to all members and saves them shipping costs.

### **Responsibilities:**

1. Purchases any materials that in his or her judgement would be useful and interesting to the RCA membership and which can be purchased in group lots for resale at a discount price.
2. Has possession of one of the RCA credit cards, and makes all purchases via this credit card. Keeps the club credit card in a safe place; if it is lost or stolen, reports it to the Treasurer immediately upon becoming aware.
3. Informs the Treasurer of his or her purchases and provides a receipt to substantiate the purchase.
4. Stores Sales Table materials in an organized fashion in the OMSI Planetarium storage area in a manner that will not disrupt the operation of the planetarium.
5. Keeps an inventory system of the materials RCA owns; may maintain this inventory on the RCA website if it seems reasonable or necessary; reorders inventory in enough time to offer it at the next general meeting.
6. Maintains a cash box for making change and never leaves it unguarded.
7. Offers prompt and courteous service to RCA members at all times.
8. Keeps a record of each item sold and the price it received; at the end of the general meeting, totals the sales for the evening and adds up the total of checks and cash received; they should match.
9. Gives all receipts taken in from the Sales Table to the Treasurer immediately at the end of the RCA general meeting.
10. If a member asks for materials which the Sales Table does not have and cannot get, the volunteer staff will assist the members in finding alternate sources for that material.