

Bookstall Administrator

At the October Management Committee meeting I was tasked with devising a job description for the post of 'Bookstall Administrator'. As a result of which I have come up with the following, in no particular order:

Job Description & Responsibilities

Responsibilities

Maintain a stock of ringing related books and EACR merchandise (handbooks, badges, car stickers etc) and make them available to members and others at the 3 day Essex Ringing Course in April, the Annual District Meetings in January and at other EACR events during the year considered suitable e.g. AGM in May and Association Training Day in November

The Role

- Maintain a spreadsheet of all stock, giving stock values, cost price, sale price, stock quantity, sales, value of sales and profit.
- Purchase new books and stock for the bookstall from the main suppliers taking into consideration the discount for bulk sales and the March discount offer from Central Council Publications.
- Undertake bankings from sales in a timely manner particularly after the ADMs (beginning of February), after the Essex Course (April) and in August and December prior to the production of the interim and year-end accounts.
- Promote bargain books or new books via the website, newsletter and EACR-Notices.
- Maintain the bookstall webpage on the EACR website.
- Respond to email enquiries and deal with ad hoc sales outside of the main events.
- Consider on an annual basis stock for partial or full write-off or for a reduction in selling price.
- Liaise with the Association Treasurer and forward the bookstall spreadsheet as at 31 August (for the Interim accounts) and 31 December (for the year-end accounts).
- Report to the Management Committee at the October Committee meeting.

Christina Brewster
Bookstall Administrator
January 2016