



## **BOOKSTALL ADMINISTRATOR Role & Responsibilities**

The Bookstall Administrator is an appointed position and is a member of the Management Committee and is expected to attend the meetings of the Committee and participate in the decision-making process.

### **The Role**

- Maintain a stock of ringing related books and Association merchandise (handbooks, badges, etc).
- Make the bookstall available at the Essex Ringing Course in April, Annual District Meetings throughout January, and at any other suitable Association events during the year (e.g. AGM and Association Training Day).

### **Specific responsibilities**

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
  - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- 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 from main suppliers taking into consideration the discount for bulk sales and the March discount offer from Central Council Publications.
- Review supplier websites for new books and current price lists on a regular basis.
- Undertake bankings from sales in a timely manner particularly after ADMS, the Essex Ringing Course and in August and December prior to production of interim and year end accounts respectively.
- Promote bargain books and new books via the website, newsletter and EACR Notices.
- Maintain the bookstall webpage on the EACR website.
- Respond to 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 Association Treasurer and forward bookstall spreadsheet as at 31 August (for Interim accounts) and 31 December (for year-end accounts).
- Report to the Management Committee in February or as required.