

## **FBDCA WAYS AND MEANS COMMITTEE**

### **MISSION STATEMENT AND OPERATING GUIDELINES**

#### Mission Statement:

The primary goal of the FBDCA Ways and Means Committee is to raise money for the club. A major means of achieving this is by developing merchandise at the best possible cost, consistent with quality standards, and utilizing the most efficient and effective means of distribution for that merchandise, with the understanding that the more money raised, the greater benefit to our breed. A second route to this goal is to develop other ways/services/campaigns to raise significant sums for the club.

Another objective of the committee is to work with specialty show chairs and other FBDCA committees to support them in their fund raising efforts and to provide a supporting and coordinating function for them.

A third objective is to seek out joint ventures, campaign opportunities, and exchanges with international French Bulldog clubs, other canine groups, and appropriate retailers that will raise funds for the club.

The Committee shall consist of 3 to 5 members including the Chair. They will be appointed by the Board for a 3-year term subject to annual renewal. They may be reappointed for additional terms.

#### Operating Guidelines

1. The committee shall:
  - a. submit to the Board for approval proposals for new and the reorder of inventory items, including the proposed prices of same and order items as approved;
  - b. submit invoices to the Treasurer for the payment or reimbursement of purchased inventory items;
  - c. distribute items sold in a timely fashion;
  - d. forward sales revenues to the Treasurer periodically;
  - e. maintain an accurate inventory accounting and submit the inventory report to the Treasurer quarterly.

2. The Ways and Means Committee Chair may request a petty cash fund (of up to \$50) to be used for shipping expenses. The fund will be replenished upon submission of the appropriate shipping receipts.
3. The Ways and Means Committee Chair will submit to the Board of Directors a committee report before each quarterly Board meeting.
4. The Ways and Means Committee Chair will respond promptly to Board communications.
5. The Ways and Means Committee may hold teleconferences as needed by scheduling them through the club Secretary.