

Clay Coordinator Duties

1. Order clay minimum biannually (sept and Jan for sure. Clay may need to be ordered again in spring) Do an inventory of what is left in storage room and figure out how much of each type of clay is needed and send the order into Diane Gwilliam. Do not send orders direct to plainsman they must go through Diane first.

2. Once the order is in, each box needs to be inventoried. Ensure there are enough sheets to enter inventory into the black binder. Each box needs to be labeled and have it correspond with the inventory sheet. The treasurer will have the invoice for pricing.

Make sure each box is also stacked in the right place. Usually the delivery drivers do this but you will need to check.

3. 1/2 an hour before and after every meeting, clay is for sale. Members must use cheques to pay. It has been up to the salesperson whether or not they will go in at additional times to sell clay. I personally am fine with scheduling times to go in when someone calls me.

4. Create receipts for every box purchased and have it available at tax time should members wish to claim clay purchases.

5. End of year inventory. Count all boxes of each clay, make a list. Figure out how many "old" boxes were sold, create a spreadsheet. Send to treasurer

6. Old clay needs to be repriced. If it is over 2 years old or bought spring of 2014 and now it is fall of 2016 you can cut price. Formula is

Subtract \$10 from the original price divide price in half add \$10 and you have your reduced price. Change the cost in the binder.

7. At the monthly meeting, make a statement reminding members to pay glaze fees (\$10/box) if they have bought elsewhere. (getting to be a big issue)