

Committee and Role Descriptions & Responsibilities

Committees and Roles which have *** are pending final updates

BT Store Duties:

1. Receive orders for items available through the store.
2. Contact [e-mail] the person responsible for housing the item(s) ordered to ship the items.
3. Send checks and list of items ordered to BTCA Treasurer.
4. Organize items for BTCA Specialties and arrange for store to be manned at posted times. One of each item offered by the store should be available for view at the specialty along with order forms and self-addressed envelopes. BTCA logos and pins could be available for sale, as they do not require much space to transport.
5. Send the customer an email stating that their order has been received and will be shipped. They should also be informed, when applicable, that their order will be shipped from more than one source.
6. Contact persons who house the items yearly to determine if certain yearbooks have been sold out. If this is the case, the Borderline and web master should be contacted and requested to indicate on the order forms that a particular item is sold out and no longer available.