



NADD ONTARIO

PRODUCT COORDINATION COMMITTEE

TERMS OF REFERENCE

PURPOSE: To coordinate and manage the inventory, storage, marketing, sales, distribution, and other tasks as needed pertaining to NADD Ontario products, including the publication *Dual Diagnosis: An introduction to the mental health needs of persons with developmental disabilities*.

ACCOUNTABILITY: The Committee is accountable to the Board of Directors of NADD Ontario.

FUNCTIONS:

1. establish procedures for conducting a physical inventory a minimum of twice per year
2. ascertain and arrange for adequate storage of inventory
3. maintain an up to date reconciliation of the inventory
4. identify sales trends and predict needs for reprints / restocking for Board consideration
5. develop and implement marketing initiatives as appropriate
6. maintain sales records and handling costs in conjunction with Treasurer
7. ship, or arrange for shipping of product orders
8. other such tasks as may be relevant to the Committee's purpose

MEMBERSHIP: The Treasurer and two members from the Board shall form the committee, and additional members of NADD Ontario as may be needed to fulfill required functions.

OPERATIONS: Each Committee member will contribute towards fulfilling the functions of the Committee in a coordinated and mutually determined fashion

FREQUENCY OF MEETINGS: The Committee will communicate primarily through telephone conferencing and e-mail, with at least one meeting per year proposed in conjunction with a regularly scheduled meeting of the Board of Directors.

OUTCOMES: The Committee will develop a work plan for the Board of Directors on a yearly basis.