



MERCHANDISE COORDINATOR



All Executive, Management and General Committee Members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local District and W.A.F.C policies.

MERCHANDISE COORDINATOR ROLE

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of & during each season
- With the Aid of the Purchasing Coordinator, ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- At the close of each season a stocktake of all items of Merchandise and Playing Jumpers is to be completed and data is used to create orders to the purchasing Coordinator. Stocktakes may also be needed during the season of merchandise.
- To arrange for volunteers to form a sub-committee to help with the effectiveness of the role. i.e so merchandise can be sold during the season on game days.
- At Start of season ensure the distribution of Playing jumpers to the appropriate Team Manager.
- At End of Season to collect and stocktake all playing jumpers and ensure suitability for next season.
- Committee members are to assist in Game Day Roster / Set Up.

Relationships

- Reports to the President & Club Secretary
- Liaises with the Purchasing Coordinator
- Liaises with the Club Committee

Accountability

- Merchandising Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

Elena Mustard

President

Piara Waters Junior Football Club

Piara Waters Pirates – Position Description				Merchandise Coordinator			
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