



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.

PURCHASING COORDINATOR ROLE

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a Purchasing solution for the club so that it can source the highest quality goods at the best prices for the Football Club.

Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- With the Aid of the Merchandise Coordinator, ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Liaise with the Equipment Coordinator with what equipment is required before the start and during each season.
- Maintain strong relationships with approved suppliers of clothing lines
- Committee members are to assist in Game Day Roster / Set Up.

Relationships

- Reports to the President & Club Secretary
- Liaises with the Merchandise Coordinator
- Liaises with the Grounds & Equipment Coordinator
- Liaises with the Club Committee
- Liaises with suppliers

Accountability

- Purchasing 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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