



Merchandise Manager

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing and merchandise sales
- To provide a range of reasonable priced clothing and merchandise items that will provide members and supporters with suitable attire to reflect professionally on the Club Responsibilities
- Liaise with the Media Manager to promote clothing and supporter 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 and merchandise items in the Club social rooms prior to the commencement of & during each season
- With the aid of the President and Finance Officer, ensure sufficient clothing and merchandise 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 used to create orders by 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 President and Treasurer

- Liaises with the Club Committee Accountability
- Merchandising Coordinator is accountable to the President and the General Committee
- Provide a report on sales 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