



Office Bearer

Position Description

Uniforms and Merchandise Officer

The Uniforms and merchandise officer is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club. Approval must be sought from the committee for the purchase of new merchandise and race uniforms.

The primary function of the role is to ensure suitable uniforms are ready for the commencement of the season, merchandise is available for sale, and orders are filled and delivered.

The Uniforms and merchandise officer reports directly to the President and members of the Byford Bushrangers Inc.

The Uniforms and merchandise officer is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Uniforms and merchandise Officer has full voting rights on all matters.

Responsibilities and Duties

The Uniforms and merchandise officer should:

- Liaising with the committee regarding appropriate uniforms and merchandise to be sold by the club
 - Source appropriate products to be sold by the club
 - Manage the unsold stock (ensuring it does not become lost or obsolete)
 - Review the merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
 - Be the primary point of contact for all uniform and merchandise enquires
 - Running of the Merchandise stall at appropriate events
 - Liaising with uniform and merchandise suppliers as required
 - Undertake a stocktake at the end of season of the remaining uniforms and merchandise, including any obsolete stock that should be written off, and provide a report to the treasurer
 - Make recommendations to the committee for any changes to the range of apparel, clothing and merchandise for next year
 - Attend all committee meetings
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Knowledge and Skills Required

Ideally the Uniforms and merchandise officer is someone who is:

- Well organised
- Good communication skills, including written and oral.
- Able to build effective relationships with suppliers
- Able to allocate regular time periods to maintain order
- Moderate computer knowledge, including Microsoft office
- Hold or willing to apply for a current volunteer “working with children” check (if required)

If at any stage the Uniforms and merchandise officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Uniforms and merchandise officer of the club is;

Preseason

- 5 hours per week.

Mid-season

- up to 1 hour per week
- as required on competition days

Post season

- 5 hours

The Uniforms and merchandise officer is appointed for a term of 12 months or by special resolution.
