

# Uniform & Merchandising Coordinator

## **Accountability**

- President
- JJJFC Committee

Hours \_\_\_\_\_ / Week – Month - Season

## **Objective**

- To provide support to the Committee and Club 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**

- Prepare a report proposing a suitable range of clothing and merchandise for sale for consideration by the Committee at the commencement of the season.
- Purchase uniform apparel on behalf of the club. Initial authorisation by the committee, at the end of season, for reorder for registration day for the following season. Restocking of uniforms during current season to be at the discretion of the Uniform Coordinator and to be kept at reasonable level. Uniform.
- Uniform Coordinator is responsible for stock reconciliation and control.
- Purchase promotion merchandise (i.e., Water bottles/Caps) on behalf of The Club with the committee authorisation.
- Liaise with the Treasurer for float and monies in and out. Monies from uniform sales are to be Counted immediately and recorded before handing to the Treasurer.
- Provide stock take figures to the Treasurer at the end of season for auditing and the AGM.
- Research new merchandise. Supplier at the discretion of the Uniform Coordinator with cost and quality to be always maintained.
- Operate a Uniform shop.
- Stock return is at the discretion of the Uniform Coordinator if issues arise that cannot be resolved by the Uniform Coordinator, the executive committee will make the final decision.
- Report to club monthly meetings.
- Manage Portfolio as set down by the committee.
- 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 each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines
- Provide a report on portfolio operations to the monthly Committee meeting as required.

## **Relationships**

- Reports to the President & Club Secretary
- Liaises with the Club Committee and Members
- Liaises with suppliers