

MERCHANDISE COORDINATOR

The Merchandise Coordinator's main purpose is to ensure the effective management of the club's clothing/merchandise.

Merchandise Coordinator's duties may include but are not limited to:

- Ensure sufficient apparel and merchandise stocks are maintained to ensure orders are filled promptly.
- Maintain a strong relationship with approved apparel suppliers.
- Arrange the wide promotion of all apparel and merchandise items to members, supporters of the community.
- Order and arrange delivery of merchandise.
- Organise payment of invoices and deposits of funds from sales with the Treasurer as required.
- Organise distribution of all merchandise orders.
- Conduct annual stocktake on club's merchandise stock and provide a report to the committee.
- Attend monthly committee meetings.
- Open merchandise shop when required.

