



Position Description – Uniform/Merchandise Officer

The role of the Uniform/Merchandise Officer is to provide support and advice to the committee on matters relating to uniform and merchandise purchase and management.

Desirable Attributes:

The Uniform/Merchandise Officer should:

- have a good understanding of stock management and purchasing.
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of coaches, referees and players
- be a good role model and a positive image for the Club in representing the Club
- be able to raise concerns with the Committee where they arise

Specific duties include but are not limited to:

- Attend committee meetings to report on uniform/merchandise matters.
- Maintain a record of approved uniforms and merchandising.
- Responsible for the maintenance of accurate records of uniform and merchandise stock held by the club.
- Investigate supply opportunities to ensure best value for the club.
- Management of approved uniform and merchandise orders from suppliers.
- Distribution of uniforms to club members, liaising with treasurer to ensure payments records are maintained.
- Assist the Equipment Officer in approved purchase of club equipment.
- Maintain a record of "loaned" uniforms and be responsible for returns.

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