

MERCHANDISE OFFICER



JOB DESCRIPTION

Responsible To: Chairperson

Job Purpose: To organise and supply the official club kit.

MAIN DUTIES

- Negotiating a supplier for kit items.
- Maintaining a stock of kit for sale to the club or alternatively ensuring the supplier can supply the kit at short notice.
- Keeping details of stock and sales and reporting this to the committee.
- Selling kit to club members and ensuring sales proceeds are passed to the Treasurer.
- Organise the purchase and supply of awards to be presented at the Christmas Party and Chicken Run.
- Organise the purchase and supply of T-Shirts or other items to be supplied at the Chicken Run.
- Attendance of club quarterly meetings and AGM.