



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

MERCHANDISE & UNIFORM COORDINATOR

Preamble

The Merchandise & Uniform Coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club.

The primary function of the role is to maximize the revenue and sales of club related clothing, apparel and merchandise sold each year. The position has key activities:

- a. Defining clothing, apparel and merchandise to be sold by the club*
- b. Source the products to be sold by the club*
- c. Manage the unsold stock (ensuring it does not become lost or obsolete)*
- d. Maximise the sales of the club apparel, merchandise and clothing*

The Merchandise & Uniform Coordinator an appointed member of the Management Committee.

1. Responsible To

- 1.1. The Merchandise & Uniform Coordinator is responsible to the ASSISTANT REGIONAL DIRECTOR.

2. Direct Reports

- 2.1. Nil.

3. Knowledge and Skills Required

- 3.1. Understanding of the needs and tastes of the members and club stakeholders
- 3.2. Ability to organise and delegate tasks
- 3.3. Happy to talk to people and "sell" the apparel, clothing and merchandise
- 3.4. Communicate effectively and possess good interpersonal skills
- 3.5. Maintain confidentiality on relevant matters
- 3.6. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Review the apparel, uniform, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
- 4.2. Finalise range of apparel, uniform, clothing and merchandise for the upcoming season
- 4.3. Provide the Management Committee with the recommendations for all apparel, uniform, clothing and merchandise for the coming season
- 4.4. Liaise with the REGIONAL DIRECTOR and Management Committee to ensure apparel, uniform, clothing and merchandise reflect the current opinions and nature of club members

- 4.5. Work with the FINANCE DIRECTOR to accurately set apparel, uniform, clothing and merchandise sales targets which will be reflected in the club's budget
- 4.6. Work with the MEDIA & COMMUNICATION MANAGER to have the club website updated to reflect current apparel, uniform, clothing and merchandise information.
- 4.7. Work with the MEDIA & COMMUNICATION MANAGER to set up an online shop on Hornets website which will sell apparel, uniform, clothing and merchandise
- 4.8. Work with the MEDIA & COMMUNICATION MANAGER to publish social media posts that promote and sell the club apparel, clothing and merchandise
- 4.9. Be the primary point of contact for all apparel, uniform, clothing and merchandise enquires
- 4.10. Assist with the collection of revenues relating to apparel, uniforms, clothing and merchandise
- 4.11. Review apparel, uniform, clothing and merchandise sales with the FINANCE DIRECTOR to ensure the financial targets have been achieved and if not, formulate additional sales strategies.
- 4.12. Review any credit sales to ensure all who have purchased apparel, clothing and merchandise on credit pay their outstanding amounts
- 4.13. Ensure that all purchases throughout the year for apparel, uniforms, clothing and merchandise have been paid for and outstanding funds collected
- 4.14. Be the initial point of contact for any issues or complaints from members concerning their apparel, uniforms, clothing and merchandise.
- 4.15. Liaising with apparel, clothing and merchandise suppliers as required
- 4.16. Provide a report to the Management Committee of unsold apparel, uniforms, clothing and merchandise
- 4.17. Make recommendations to the Management Committee for any changes to the range of apparel, uniforms, clothing and merchandise for next year

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary apparel, uniforms, clothing and merchandise items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the apparel, uniforms, clothing and merchandise situation of the organisation
- 5.3. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.4. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.5. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.6. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

6. Promotion

- 6.1. Promote the organisation in the community as opportunities arise

7. Fundraising

- 7.1. Participate enthusiastically in any fundraising approved by the Board

8. Legal & Ethical

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation

- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

9. Term of Appointment

- 9.1. The Merchandise & Uniform Coordinator is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

10. Time commitment required

- 10.1. The estimated time commitment required is 2 hours per week.

11. Honorarium:

- 11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

12. Position Review

- 12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.