



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - MERCHANDISE

Works in conjunction with :

Other Portfolios - President ; Secretary ; Media ; Facility Manager

External to Committee - Members ; Suppliers

Responsibilities and Duties :

- ◆ Keep accurate record / spreadsheet of ALL Club Merchandise
- ◆ Prepare / update Merchandise price list and photos of items for each new season
- ◆ Liaise with Secretary and Media for advertising merchandise items to Members
- ◆ Source / purchase new Merchandise items as required on approval of Committee
- ◆ Utilise Suppliers for donations of prizes for Club Social events (eg. Quiz Night)
- ◆ Prepare a display of Merchandise near Bar in the Club house
- ◆ End of season stock take / update records
- ◆ Arrange storage / disposal of broken/unwanted/ unused items
- ◆ Table a Report at all committee meetings

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Some understanding of the sales and displays
- ◆ Ability to undertake some Tasks during Business hours if required