



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

PORTFOLIO DESCRIPTION - UNIFORMS

Works in conjunction with :

Other Portfolios - President ; Secretary ; VP's ;

External to Committee - Suppliers ; Team Managers ; Coaches ; Members

Responsibilities and Duties :

- ◆ Keep accurate record / spreadsheet of ALL Club Uniforms
- ◆ Prepare kits for all Teams (Senior & Junior)
- ◆ Liaise with VP'S and Coaches / Team Managers for collection of Uniform kits
- ◆ Source / purchase new uniforms as required on approval of Committee
- ◆ Utilise Suppliers for donations of prizes for Club Social events (eg. Quiz Night)
- ◆ Ensure Uniforms are in good repair and ready to use Cleaning maybe required
- ◆ Liaise with VP's & Coaches for return of ALL uniforms at end of season
- ◆ End of season stock take / update records
- ◆ Arrange storage / disposal of unwanted/ unused uniforms
- ◆ 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
- ◆ Able to work in a logical and orderly manner
- ◆ Ability to undertake some Tasks during Business hours if required