Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

MERCHANDISE COORDINATOR JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To provide a range of reasonable priced merchandise that will provide members and supporters with suitable attire to reflect professionally on the club.
- To ensure the efficient management of club merchandise sales.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Merchandise report when required.
- Act as the primary contact for merchandise.
- Maintain accurate records of merchandise stock on hand and provide a report to the committee.
- Prepare a report proposing a suitable range of clothing for sale for consideration by the committee at the commencement of the season.
- Attend club social events – family nights, presentation days and fundraisers.
- Promote club clothing items to members, supporters and the community.
- Provide a convenient means by which orders can be placed.
- Provide a display of merchandise for club open registration day and at regular intervals throughout the season.
- Maintain strong relationships with approved merchandise suppliers.
- Ensure sufficient stock is maintained throughout the season to fulfil orders promptly.
- Stocktake merchandise at intervals throughout the season and at the end of the season. Prepare orders for merchandise in preparation for the following season.
- Arrange volunteers to form a sub-committee and help with the effectiveness of the role. i.e so merchandise can be sold during the season on game days.
- Maintain confidentiality about club and committee matters.

Accountability

- The Merchandise Coordinator is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**