



## **SBTC Committee Member Position Description**

### **Merchandising Officer**

#### **Role**

To provide support to the Committee members to ensure the efficient management of Club clothing and other merchandise sales

To organise for the availability of a range of reasonable priced, quality clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

#### **Responsibilities**

- Propose a suitable range of clothing and other merchandise for sale for consideration by the Committee
- Arrange the wide promotion of items to members and supporters
- In collaboration with the Information Technology Officer, provide a convenient means by which orders can be placed for all clothing lines and merchandise, including:
  - SBTC online shop
  - Scody online shop
- Arrange the display and 'try-on' of clothing lines during the season
  - Liaison with Scody to organise try-on of gear at shop
  - Samples of other SBTC gear to be taken to convenient training session
  - Other options are required
- Ensure orders are filled promptly
- Arrange collection and delivery of member orders
- Maintain strong relationships with approved suppliers of clothing lines
  - Scody
  - OzDesigns
  - Other suppliers
- Provide monthly stock take update to committee

- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Manage the SBTC Marketplace facebook page for the sale of second hand apparel

Last updated: July 2017