

# RAIDERS NETBALL COMMITTEE

## POSITION DESCRIPTIONS



### UNIFORMS CONVENOR

The procurement, stock management and sales of all clothing and merchandise sold by the club.

#### Responsibilities and duties

- Source products to be sold by the club and liaise with clothing and merchandise suppliers, as required.
- Maintain a list of current clothing suppliers and their contact details, including trading terms and ordering timeframes
- Maintain a list of sold clothing and merchandise, minimize and manage the unsold stock (ensuring it does not become lost or obsolete)
- Review clothing and merchandise sold in the previous year, ensuring its suitability for the upcoming season
- Provide the management committee with recommendations for all clothing and merchandise for the coming season
- Create the 'merchandise sales' marketing information which can be provided to club members to assist in the selling of club merchandise
- Ensure all uniform related financial transactions are recorded and actioned in accordance with the treasurer's instructions
- Prepare and submit a report to management committee meetings
- Be available to sell uniform items to families during the season
- Attend club meetings as required by the management committee and promptly attend to agreed actions arising from committee meetings
- Attend and assist at all club events and activities, where possible
- Represent the club in a professional, positive and appropriate manner

*NOTE: This role does not need to be a member of the Management Committee.*