

BLIGH PARK FOOTBALL CLUB



Position Description: Clothing, Apparel and Merchandise Coordinator

Overview

The Clothing, Apparel and Merchandise Coordinator is responsible for:

- the procurement, stock management and sales of all clothing, apparel and merchandise sold by the Club.
- Maximising the revenue and sales of Club-related clothing, apparel and merchandise sold each year.
- Defining clothing, apparel and merchandise to be sold by the Club.
- Sourcing the products to be sold by the Club.
- Managing the unsold stock (ensuring it does not become lost or obsolete)

Responsibilities

Prior to the season

1. Review the apparel, clothing and merchandise sold by the Club in previous years, ensuring its suitability for the upcoming year.
2. Finalise the range of apparel, clothing and merchandise for the upcoming season (including consultation with Registrar on expected participants in certain age groups).
3. Provide the Committee with the recommendations for all apparel, clothing and merchandise for the coming season.
4. Liaise with the President and Committee to ensure apparel, clothing and merchandise reflect the current opinions and nature of Club members.
5. Work with the Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the Club's budget.
6. Liaise with Treasurer before placing any orders for merchandise with supplier.
7. Create the membership sales marketing information which can be provided to Club participants to assist in the selling of Club memberships.
8. Have the Club website updated to reflect current apparel, clothing and merchandise information.
9. Maintain Club's website which will sell apparel, clothing and merchandise.
10. Work with Communications and Social Media Coordinator to create content to promote and sell the Club apparel, clothing and merchandise.
11. Be the primary point of contact for all apparel, clothing and merchandise enquiries.
12. Assist with the collection of revenues outside of website relating to apparel, clothing and merchandise.

During the season

1. Review apparel, clothing and merchandise sales with the Treasurer to ensure the financial targets have been achieved and if not, formulate additional sales strategies.

2. Review any credit sales to ensure all who have purchased apparel, clothing and merchandise on credit pay their outstanding amounts.
3. Prepare orders ready for pickup at canteen each week.
4. Be the point of contact for size adjustments.
5. Consult with Treasurer for any refunds that maybe required.
6. Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
7. Liaise with apparel, clothing and merchandise suppliers as required.

Post season

1. Stock take and update website.
2. Provide a report to the Committee of unsold apparel, clothing and merchandise.
3. Make recommendations to the Committee for any changes to the range of apparel, clothing and merchandise for next season.

End of year hand over

Updating key documents

At the end of each year a key activity of the Clothing, Apparel and Merchandise Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Apparel, Clothing and Merchandise Coordinator should also update or create a list of the different apparel, clothing and merchandise sold throughout the season with the name and contact details of each of the suppliers. This list should include any terms and conditions which the Club or the supplier needs abide by.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Clothing, Apparel and Merchandise Coordinator

An important responsibility of the outgoing Clothing, Apparel and Merchandise Coordinator is to train, mentor and support the incoming Clothing, Apparel and Merchandise Coordinator.

Essential Skills and requirements

- Understanding of the needs and tastes of the Members and Club stakeholders.
- Ability to organise and delegate tasks.
- Happy to talk to people and “sell” the apparel, clothing and merchandise.
- Communicate effectively and possess good interpersonal skills.
- Be able to commit the time to packing orders throughout the season.
- Maintain confidentiality on relevant matters.

The estimated time commitment required as the Clothing, Apparel and Merchandise Coordinator is **1 hour** per week.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023