

WPC CRICKET TASK SHEET

POSITION:	MERCHANDISING OFFICER
Task Objective:	To order and purchase merchandise on behalf of the club and co-ordinate its distribution within the club
Support Person:	Treasurer
Work Times:	Mainly pre-season with smaller role during season
Expected Period of Role	From AGM to AGM
Blue Card Required	Yes
Reward	\$250

MERCHANDISING OFFICER TASKS	WHEN
Ensure that there is sufficient club merchandise available for each season – complete an annual stock take of merchandise on hand.	Pre-season
Order new stock as required, particularly for the commencement of the season before sign on day.	Mainly pre-season but monitor through season
Co-ordinate the distribution of the clothing, to individuals and or teams during the season in accordance with club policies. Communicate process for distribution to Management Committee and other volunteers.	Mainly pre-season but monitor through season
In consultation with the Treasurer develop a process for recording of sales/distribution of stock. Manage sales/distribution of stock. Keep accurate records of sales/distribution and stock on hand. Handle cash.	Mainly pre-season and lesser through season
Ensure cash is passed to the Treasurer on the days such as Sign on and at other times on a weekly basis	Always
Review and provide recommendation to Treasurer with regard to appropriate supplier of merchandise.	Pre-season
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the Annual General Meeting of the club	November
Attend End of Season Club Presentation Event	March

KEY RISKS
<p>Ensuring that the merchandise levels are adequate- In line with club policies ensure that appropriate levels of merchandise are on hand to meet member's needs.</p> <p>Merchandise to be safely stored – ensure all merchandise is correctly labelled and safely and cleanly stored.</p> <p>Control issue of merchandise – in accordance with club policies. Communicate and monitor process, take action where issues arise</p> <p>Member satisfaction - is much more likely if the merchandise they are provided is of good quality and available when they need it.</p>