

# **PORT ADELAIDE CYCLING CLUB**

## **ROLE STATEMENT**

### **CLOTHING AND MERCHANDISE OFFICER**

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The role of Clothing and Merchandise Officer is undertaken by a member of the Club's Committee. It is not a formal role, but one that is assigned to an elected Committee Member. These duties will be undertaken concurrently with other Club responsibilities.

The Clothing and Merchandise Officer is responsible for the procurement, stock management and sales of all clothing and merchandise sold by the club.

The primary function of the role is to maximize the exposure of sponsors through sales of club kit, and create an active club culture through the sale of related club merchandise. The position's activities include:

- defining clothing and merchandise to be sold by the Club;
- sourcing the products to be sold by the Club
- manage the unsold stock (ensuring it does not become lost or obsolete); and
- maximise the sales of club merchandise and clothing.

#### **Key Responsibilities**

- Provide the Committee with recommendations for clothing and merchandise to be made available for sale.
- Liaise with the President and Committee to ensure clothing and merchandise reflects the current opinions and values of the Club.
- Work with the Treasurer to accurately set clothing and merchandise sales targets which will be reflected in the Club's budget.
- Liaise with the Website officer to make available an online shop for the sale of club clothing and merchandise.
- Assist with the collection of revenues relating to club clothing and merchandise.
- Liaise with clothing and merchandise suppliers to establish a small number of quality affordable items to be made available for sale.
- Ensure adequate stock levels of club kit are available to members and that inventory levels are accurately maintained.
- Ensure all purchases have been paid for and outstanding funds collected.
- Review the quality and pricing of club kit.
- Make recommendations to the Committee for any changes to the range of clothing and merchandise available.

#### **Essential Skills and Requirements**

- Holds (or acquires immediately after election to the Committee) a current "Working with Children" police check.
- Is well organised.

- Well informed of all Club activities.
- Understanding the needs and tastes of members and club stakeholders
- Ability to negotiate with suppliers to get best price for clothing and merchandise.
- Communicate effectively and possess good interpersonal skills

### **End of Term Handover**

The Clothing and Merchandise Officer will facilitate the updating of procedures, registers or databases of clothing and merchandise sold with the name and contact details of each of the suppliers, and any terms and conditions to which the Club is bound.

The Clothing and Merchandise Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated documents will be provided to the club Secretary prior to the Annual General Meeting each year.

The Clothing and Merchandise Officer will also train, mentor and support the incoming Clothing and Merchandise Officer in the initial stages of their appointment to the role.