

Title: <b>Committee Job Description: Merchandise Officer</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 1st January 2013
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The Merchandise Officer has overall responsibility for the Sales, Pricing & Profit, Stock Selection & Control, Promotion & Marketing of all Club Merchandise using the Club's online Shop as the primary channel.**

In the execution of this role, the **Merchandise Officer** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct
3. Provide the Webmaster up to date information for the Club's online Shop which will contain all club merchandise that is for sale.
4. Use the club's online payments system for sales and reporting
5. Liaise with the Membership Secretary to provide new members with a free Club Polo shirt which is included in their club joining fee.
6. Promote Merchandise in the Club Magazine and at Club Meetings
7. Maintain the confidentiality of Committee business
8. Make recommendations to improve the Clubs Merchandise range
9. Ensure that Merchandise Reports and photos are promptly submitted to the Webmaster & Magazine Editor
10. Be involved in the continuous improvement process
11. Be a team player and make the good of the Club the over-riding priority
12. Listen to Club Members
13. Perform any other duties as may be required

**Change History:**

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review

**Committee Member Acceptance:**

**Date:**

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Name

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Signature