

Corryong Football Netball Club Inc.

Human Resource Management – General Committee



Position Title

Merchandise Officer

Position Description (what the position involves)

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Responsible To

The Merchandise Officer is directly responsible to the Executive and General Committee

Key Responsibilities and Duties

- Make sure Club merchandise is ready for distribution to players and supporters.
- Ensure all stock is ticked off on invoice of all orders.
- Prepare a stocktake of merchandise at the beginning and end of season. Relay this is Treasurer.
- Make sure merchandise is stored neatly and correctly, in a secure and clean cupboard.
- Be the sole holder of the merchandise cupboard key.
- Attend some training during preseason and early in season to display and sell Club merchandise.
- When an item is sold, write a receipt for record purposes. Give copy of receipt to Treasurer for invoicing purposes.
- Hold a merchandise stall at least once per round and during finals.
- Work closely with Treasurer

Specialist Skills and Knowledge Required

- Well organised.
- Able to allocate regular time periods to sell merchandise.
- Able to keep good records of items sold.
- Can communicate effectively and positively with players and members of the Club.
- Work with the Treasurer.
- Be prepared to adhere to Administrative Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions (early on in the season to sell merchandise.)
 - Some Game Days
 - Registration day/night (if applicable)
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings