

## **DIRECTOR Apparel & Merchandise**

### POSITION DESCRIPTION 2021

1. Take responsibility for ordering, stocking, selling & storing apparel & merchandise including co-ordinating match day sales and maintaining a rolling stocktake.
2. Recommend to the Committee what merchandise & apparel should be stocked.
3. In conjunction with team managers to be responsible for ordering and distributing all playing / training & support staff uniforms.
4. Provide monthly reports to the Secretary in an agreed format. (March – September) on sales and stock. Reports to be filed by the end of each month so that they will be available for the subsequent month's Committee meeting.
5. Attend Committee meetings as required.
6. Liaise with the President & make recommendations regarding apparel to be made available to Major Sponsors.
7. Keep abreast of merchandise & apparel trends in other Clubs and other Leagues.
8. In conjunction with Director Football & Budget Oversight, set merchandise & apparel budget for the forthcoming year by the end of October.
9. Assist with ordering all match day requirements
10. Undertake Special Projects as required.